



PEI Farm Safety Code of Practice

The WCB wishes to acknowledge Tourism PEI for the generous use of their photos.

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CHAPTER 1—ABOUT THIS PUBLICATION

1.0 Introduction

Factors beyond the control of most farmers have radically altered the face of Prince Edward Island farming over the last few decades. Crop handling costs, equipment prices, and the development of corporate farms challenge the survival of the family run farm. The necessity to run the farm as a competitive business, while ensuring the health and safety of workers, is part of this challenge.

All farms have dangerous machinery and work situations. People of all ages, who work and live on farms, are at risk of injury. Young and inexperienced workers are at a higher risk of injury than experienced workers. Children are especially vulnerable to hazards on family farms because it is their home, as well as a place of work. Working alone and time pressures can also increase the risk of injury.

When these injuries occur, especially at critical farming times, they can reduce farm productivity leading to a potential decrease in revenue. Serious injuries can devastate both the short and the long-term sustainability of a farm operation.

As a farmer, you will probably hire others to help run your farm operation. The farm is no longer just a “family farm”. It is a business enterprise involving employer-worker relationships. As the employer, you are responsible for the health and safety of all people working on your farm. Just as you need to follow farm practice regulations, you also need to know what is required by Prince Edward Island’s *Occupational Health and Safety Act* (OHS Act). The OHS Act and the PEI Farm Safety Code of Practice can be used as farm management tools to help you farm more safely.

For additional support, please contact:

Workers Compensation Board (WCB)
Occupational Health and Safety (OHS) Division
ohs@wcb.pe.ca
902-368-5680 or 1-800-237-5049 toll-free in Atlantic
Canada
24-Hour OHS Emergency Line 902-628-7513

For additional resources, visit our website at wcb.pe.ca
and download our **Guide to OHS Legislation App**
available for iOS and Android.



1.1 What is the *Occupational Health and Safety Act (OHS Act)*

The OHS Act and its Regulations set the minimum standards for occupational health and safety in the workplace and define the general safety principles for provincially regulated workplaces in Prince Edward Island. **The OHS Act applies to all farms on Prince Edward Island.**

A safe workplace starts with an understanding of the OHS Act and its Regulations. Both employers and workers are responsible for understanding the components of the OHS Act and its Regulations. The OHS Act, Section 12, states employers have to make sure that every reasonable precaution is taken to protect the health and safety of persons at or near the workplace. This includes making sure that machinery, equipment and materials are in safe working condition and that workers are provided with adequate training and supervision. The employer is obligated to take measures to eliminate workplace hazards in order to prevent an incident from occurring.

There are **four sets of regulations** associated with the OHS Act that farm operations are required to follow:

- Fall Protection Regulations
- Scaffolding Regulations
- Workplace Harassment Regulations
- Workplace Hazardous Materials Information System (WHMIS) Regulations

While farms are exempt from the OHS General Regulations, the PEI Farm Safety Code of Practice has been developed to provide best practice guidance in place of the OHS General Regulations. As per Section 34(4) of the OHS Act, where a person is charged with a breach of the Act or the regulations with respect to which a code of practice has been issued, the code of practice is admissible as evidence in a prosecution for the violation of this Act or the regulations.

Farm employers and their workers are responsible for making sure they comply with any applicable legislation.

Farmers must familiarize themselves with the OHS Act and its Regulations to make sure they meet the legal requirements.

1.2 What is the PEI Farm Safety Code of Practice

The PEI Farm Safety Code of Practice provides practical guidance and recommendations which are meant to help employers meet the requirements of the OHS Act and its Regulations. Agricultural organizations across Prince Edward Island were consulted on the development of the Code of Practice to make sure that the content is reasonable, achievable and is representative of best practices in the industry.

This publication is not intended as a form of legal advice and should not be taken as a statement of the law. Therefore, the reader should always refer to the OHS Act and its Regulations for specific requirements. For additional resources, visit our website at wcb.pe.ca or download our Guide to OHS Legislation mobile app.



1.3 Definitions

“**Agricultural operation**” includes the production activity conducted, or service provided, by a bona fide farmer in relation to:

- Berry farming.
- Christmas tree culture.
- Dairy farming.
- Egg farming.
- Grain and oilseed production.
- Orchards.
- Poultry farming.
- A riding academy or the boarding or breeding of horses.
- Seed production.
- Sod or turf production.
- Vegetable farming.
- Wool, hide, feather or fur production, and
- The raising of crops or animals for human or animal consumption

But does NOT include:

- The production of agricultural byproducts or of manufactured derivatives from agricultural raw material.
- The breeding or raising of pets other than horses.
- Aquaculture.

“**Bona fide farmer**” means:

- An individual who owns a farm and
 - Is actively engaged in farming, and
 - Earns at least 25 per cent of the individual’s gross annual income from farming.
- A corporation who owns a farm and
 - Is registered in the province.
 - Is actively engaged in farming, and
 - Earns at least 25 per cent of the corporation’s gross annual income from farming.
- A partnership that owns a farm and
 - Is registered in the province.
 - Is actively engaged in farming, and
 - Earns at least 25 per cent of the partnership’s gross annual income from farming.

“**Competent person**” means a person who:

- Is qualified because of that person’s knowledge, training, and experience to do the assigned work in a manner that will ensure the health and safety of persons in the workplace, and
- Is knowledgeable about the provisions of the Act and the regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

“**CSA**” means the Canadian Standards Association.

“**Construction**” includes building, erection, excavation, alteration, repair, renovation, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and any work in connection therewith.

“Constructor” means a person who contracts to do work on a project for an owner or who undertakes work on a project as an owner.

“Contractor” means a person who contracts for work to be performed at the workplace of the person contracting to have the work performed but does not include a constructor.

“Employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a constructor or contractor.

“Farmland” means land used for an agricultural operation.

“Owner” includes:

(i) a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of lands or premises used or to be used as a workplace, and

(ii) a person who acts for or on behalf of a person referred to in sub clause (i) as that person’s agent or delegate.

“Regularly employed” includes seasonal employment with a recurring period of employment that exceeds 12 weeks.

“Self-employed person” means a person who is engaged in an occupation on that person’s own behalf.

“Supplier” means a person who manufactures, supplies, sells, leases, distributes or installs any item, device, material, equipment or machinery or a biological, physical or chemical agent to be used by a worker.

“Worker” means:

(i) a person employed in a workplace,

(ii) a person in a workplace for any purpose in connection therewith.

“Workplace” means a place where a worker is or is likely to be engaged in an occupation and includes a vehicle, fishing vessel or mobile equipment used or likely to be used by a worker in an occupation.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 2—RESPONSIBILITIES UNDER THE OHS ACT

Farm health and safety is everyone’s responsibility

The OHS Act makes self-employed farmers, farm managers, employers, workers and contractors all responsible for safety in the farm workplace. Each person working on the farm is responsible, to the extent of their authority, for the health and safety of everyone around them. This is referred to as the Internal Responsibility System (IRS). The goal of the IRS is to reduce the incidence of workplace injury and illness. This system is effective when everyone works together.

2.0 General responsibilities of employers and workers

EMPLOYERS

The OHS Act, Section 12, lists the duties for employers. These duties state that employers are responsible to take every reasonable precaution to protect the health and safety of any person at or near the workplace.

Examples of employer duties are:

- Provide and maintain machinery, equipment, and materials in a safe condition.
- Provide adequate information, instruction, and training to enable workers to work safely.
- Make sure workers are adequately supervised.
- Make sure workers are familiar with the health and safety hazards of the farm task at hand.
- Make sure workers are familiar with the proper use of all devices, equipment and clothing required for their protection.
- Consult with workers on health and safety matters.

Employers must make the following items available to workers at the workplace and post in a prominent place:

- Current copy of the OHS Act.
- Non-compliance orders issued by the WCB’s Farm Safety Specialist/Occupational Health and Safety Officer.
- PEI Farm Safety Code of Practice.
- Fall Protection Regulations.
- Scaffolding Regulations.
- Workplace Harassment Regulations.
- Workplace Hazardous Materials Information System Regulations.

WORKERS

Workers, including independent contractors, must take reasonable care to protect their own safety and health, as well as that of others on or near the farm operation.

Examples of worker duties are to:

- Make sure to co-operate with their employer and use protective devices, equipment and clothing required by the employer.
- Make sure to consult and cooperate with the employer and other workers on workplace health and safety issues.
- Make sure to co-operate with any OHS official.
- Comply with the OHS Act and applicable regulations.
- Report any potential workplace hazards or dangers to a supervisor.

2.1 Worker's rights

Did you know?

Workers have **THREE** basic rights to guide them in carrying out their safety responsibilities.

THE RIGHT TO KNOW

Workers have the **right to know** about the hazards of their jobs. They should know how to recognize and deal with those hazards so they will not cause injury or health problems to themselves or to others in the workplace.

THE RIGHT TO PARTICIPATE

Workers have the **right to participate** in health and safety in the workplace. Employers should consult with them on matters that affect worker's safety.

THE RIGHT TO REFUSE WORK

Workers have the right to **refuse to do work** which they have reasonable grounds to believe would endanger their health or safety, or another person's health or safety. If a worker refuses to work, he or she must immediately report to a supervisor. Information on the legal requirements for a work refusal can be found in the OHS Act, Sections 28, 29 and 30.

2.2 Specific duties

Owners

Where a property owner does not operate the farm, the owner still has specific duties in the context of occupational health and safety. The owner must take every reasonable precaution for making sure the land or buildings being used are maintained in a manner that ensures the health and safety of persons on or near the farm. If the owner has any information that may be necessary to identify or eliminate hazards on the property, the owner must provide that information to the employer. Information on owner's duties can be found in the OHS Act, Section 18.

Self-employed persons

A self-employed person working on a farm is required to take the same precautions that a worker would take to protect themselves and to protect others who may be affected by their activities. Self-employed persons are also required to cooperate with an employer or anyone else engaged in occupational health and safety activities on the farm. Information on the duties of self-employed individuals can be found in the OHS Act, Section 17.

Suppliers

A supplier is any person who manufactures, supplies, sells, leases, distributes or installs tools, equipment, machinery, devices or biological, chemical or physical agents. Suppliers are responsible for making sure that anything they supply is in safe condition and properly labeled. Information on supplier's duties can be found in the OHS Act, Section 15.

Farm Safety Specialist and OHS Officers

The Farm Safety Specialist is an OHS Officer appointed by the Workers Compensation Board.

The specialist's responsibilities include:

- Developing and delivering health and safety education programs to the Island farming sector.
- Conducting workplace inspections.
- Investigating injuries and fatal accidents and reports of violations of the OHS Act and its Regulations, the *Youth Employment Act* or the *Smoke Free Places Act*.
- Providing education sessions on the OHS Act and the Farm Safety Code of Practice. These are available to all farm employers at no cost.

When conducting farm inspections, the Farm Safety Specialist must be aware of bio-security between farms and within farms, and must follow general disinfection programs accordingly.

Did you know?

The Farm Safety Specialist has powers to make sure there is compliance with the applicable legislation. For example, the Farm Safety Specialist can inspect a farm at any reasonable time. In addition to the Farm Safety Specialist, all OHS Officers have authority on farm workplaces. Information on inspections and the powers of an OHS Officer can be found in the OHS Act, Section 7.

2.3 Specific requirements of the OHS Act

EMPLOYERS WITH 5 TO 19 WORKERS

If an employer has at least 5 regularly employed* workers but less than 20, the employer needs an **Occupational Health and Safety Policy** and a **Health and Safety Representative**.

Occupational Health and Safety Policy

An employer's Occupational Health and Safety Policy must be available in written form. The policy must be reviewed annually. Information on the content of this policy and how it should be prepared can be found in the OHS Act, Section 24. A sample is included in Appendix A.

Health and Safety Representative

The workers shall select a Health and Safety Representative from among the workers at the workplace. The role of the representative is to:

- Participate in regular inspections and investigations of incidents.
- Make recommendations to the employer for improvements on health and safety issues.
- Encourage workers to first report hazards and concerns to their supervisors.

*** A regularly employed worker includes seasonal employment with a recurring period of employment that exceeds 12 weeks.**

EMPLOYERS WITH MORE THAN 20 WORKERS

If an employer has more than 20 regularly employed workers, the employer needs an **Occupational Health and Safety Policy**, a **Joint Occupational Health and Safety Committee** and an **Occupational Health and Safety Program**.

Joint Occupational Health and Safety Committee

Every workplace that has 20 or more regularly employed workers is required to have a Safety Committee. The role of the committee is to:

- Meet at least once per month.
- Record and post minutes of the meetings.
- Establish rules of procedure.
- Make sure at least half of the committee is made up of worker representatives with no management duties.
- Participate in regular inspections and investigations of incidents.
- Make recommendations to the employer for improvements on health and safety issues.
- Encourage workers to first report hazards and concerns to their supervisor.

Occupational Health and Safety Program

A Safety Program is required for any employer with 20 or more regularly employed workers regardless of the number of work places they are employed in. Safety Programs are developed by the employer or a designated person. Further information on Safety Programs can be found in the OHS Act, Section 23.

2.4 Reporting serious injuries and explosions

You are required to immediately report a serious workplace injury or explosion to the WCB's Occupational Health and Safety (OHS) Division.

A serious injury can include any of the following:

- Unconsciousness
- A fracture
- Loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand, or foot
- A burn to a major part of the body
- Loss of sight in an eye
- A fatality

If an accidental explosion occurs in a workplace, the employer **MUST** notify the WCB's OHS Division, regardless of whether anyone is injured.

You must NOT disturb the scene of an accident where a serious injury occurred, EXCEPT to:

- Attend to persons injured or killed.
- Prevent further injuries.
- Protect property that is endangered as a result of the accident.

The scene of the accident must be preserved until directed by an Occupational Health and Safety Officer.

When reporting a serious injury, the following information should be provided:

- Nature of the accident and the injury
- Date, time, and location of the accident
- Name of the employer
- Name of each person involved in the accident

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 3—WORKPLACE HARASSMENT REGULATIONS

3.0 Workplace harassment defined

Workplace harassment can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviours. Although situations, context, and circumstances may vary, the Workplace Harassment Regulations provide a standard definition for harassment.

Harassment means any inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on a worker's psychological or physical health or safety.

Every worker has a right to a healthy and safe workplace. To achieve this, employers and workers play contributing roles in creating and maintaining a positive and respectful work environment. A psychologically healthy and safe workplace promotes employee psychological well-being and actively works to prevent harm to employees' mental health.

The Workplace Harassment Regulations outline the rights and responsibilities for employers, workers, contractors and all other parties present at the workplace. It defines workplace harassment and includes responsibilities to prevent and address this workplace hazard.

3.1 Complying with legal obligations

It is important to note that farm employers are **not exempt** from the Workplace Harassment Regulations. For a sample Workplace Harassment Policy that meets the legislated requirements, see Appendix B.

Employers are required to create a Workplace Harassment Policy which meets the minimum standards outlined in the Workplace Harassment Regulations.

A workplace harassment policy must include the following:

- A clear statement that everyone is entitled to work free of harassment.
- The employer's commitment to making sure no worker will be subjected to workplace harassment.
- The employer's commitment that necessary corrective action will be taken to make sure the workplace is harassment-free.
- A statement that the employer shall not reprimand, seek reprisal, or discriminate against a worker who has made a workplace harassment complaint in good faith.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 4—FIRST AID

First aid is crucial for the immediate safety and wellbeing of workers, should an incident happen. In the event of an injury or medical emergency, immediate first aid can prevent the situation from escalating. Quick and appropriate first aid can minimize the severity of injuries, reduce recovery time and potentially save lives. For example, applying the right first aid measures to a wound can help prevent infection, and stabilizing a fracture can minimize further damage. Being trained in first aid also fosters a culture of preparedness and responsibility, making sure that all farms are equipped to handle emergencies confidently and competently.

First aid risk assessment

A workplace first aid risk assessment must be completed to determine the level of first aid training and kits required on the farm. The assessment identifies the **types** of injuries or illnesses that may occur, the **likelihood** of it happening and the potential **severity**.

The farm's first aid risk assessment must be carried out by a competent person at the workplace and in consultation with the safety committee, safety representative or other farm workers as necessary.

Due to the severity of hazards present, farming operations are considered a moderate risk workplace.

Did you know?

It's important to consider workers who are working alone when conducting a first aid risk assessment. It's also important to make sure there's a communication plan in place so farm workers are prepared for emergencies and can help prevent severe outcomes.

First aid kits

The first aid risk assessment determines the appropriate type, size and quantity of CSA approved first aid kits that are required at the different work locations like fields, barns, warehouses, etc. At a minimum, at least one workplace first aid kit must be provided at all work sites, including work trucks.

The workplace first aid kits should be readily available to all workers and contain the necessary supplies and quantity needed.

First aid training

First aid training provides crucial knowledge and skills to provide immediate assistance in the event of a medical emergency. By learning how to administer basic medical care, such as bandaging wounds or managing choking incidents, individuals can potentially save lives and prevent further harm until professional medical help arrives.

The appropriate level of training is determined through the workplace first aid risk assessment. For example, if it's determined that the farm is a moderate risk workplace, then the first aid training required would be Intermediate Level First Aid training.

A workplace first aider is a worker who holds a valid first aid certificate. A first aid certificate is issued to the worker after they complete the necessary training requirements to obtain certification. First aid certificates have an expiry date so periodic retraining is necessary to continue in the role as a workplace first aider. It's important to consider the different work locations, like fields, barns and warehouses, and how close they are to each other in the event of an emergency. A workplace first aider should be available at each location when workers are present.

Visit our website wcb.pe.ca for more information and additional resources, including our Workplace First Aid Regulations Guide.

CHAPTER 5—PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is worn to protect farm workers from physical injury or from impacts to their health. The OHS Act requires workers to wear PPE based on the hazards they are exposed to. Employers must also make sure workers are trained in the proper use and care of PPE and that the worker wears the equipment properly. Before considering the use of PPE, first try to eliminate or minimize the risks by using safer equipment, modifying processes or utilizing less toxic products.

5.0 Responsibilities

Employers are responsible for:

- Developing and implementing a PPE program for the workplace that includes written procedures for selecting, inspecting, using, cleaning, and maintaining the equipment.
- Conducting regular reviews of the PPE program.
- Training workers in the correct use and maintenance of equipment.
- Providing workers with PPE required for the work assigned to them or have workers provide any necessary equipment themselves as a condition of employment.

Supervisors are responsible for:

- Making sure that appropriate PPE is available to workers.
- Making sure that workers wear PPE when required.
- Making sure that PPE is properly cleaned, inspected, maintained, and stored.

Workers are responsible for:

- Using and caring for PPE according to their training and instruction.
- Inspecting PPE before use.
- Reporting any malfunction to their supervisor or employer.



5.1 Types of personal protective equipment

Farm employers and workers are required to wear safety equipment or clothing when exposed to a known hazard.

Head protection

A CSA-approved hard hat has to be worn when overhead hazards or falling objects could result in a head injury. Inspect your head protection routinely for dents, cracks, or deterioration.

Eye and face protection

Welding, grinding, pressure washing and pesticide mixing are examples of tasks where eye or face injury may result. CSA-approved safety glasses, goggles or face shield are to be worn when performing tasks where the hazard exists. Eye and face protectors are designed for certain hazards so be sure to select the type to match the hazard.

Foot protection

Working around animals, heavy objects, and corrosive farm chemicals could result in foot injuries. Wear CSA-approved footwear, such as steel-toed boots, when working with heavy objects or livestock. Use rubber or neoprene boots when using farm chemicals. CSA-approved chainsaw safety boots need to be worn when using a chainsaw and to complete farm tasks such as fencing, clearing land, or removing fallen trees. CSA-approved footwear can also provide ankle support, which will protect farm workers from rolling their ankle while walking on uneven surfaces or rough terrain.

Hand protection

Use the appropriate gloves for tasks where there is a danger of cuts, scrapes, bruises or chemical contact to the hands. When working with chemicals, use a chemical resistant glove or the type of glove recommended by the label or by the Safety Data Sheet (SDS). Use gloves when handling infected animals. Gloves should fit snugly.

Never wear leather footwear or gloves when working with chemicals because the material will absorb the chemical. This will cause ongoing chemical exposure, even after the task is finished!

Respiratory protection

Silo gases, grain bin dust, manure storage gases, and chemical vapours could all result in lung damage. A respirator is PPE that covers the worker's nose and mouth or the entire face and head. It keeps airborne contaminants out of the worker's respiratory system and provides a safe supply of air. The respiratory equipment used should match the hazard present.

Use a respirator with the correct level of protection (i.e. cartridge) as required by the label instructions. A self-contained breathing apparatus may be required where manure or silo gases are present. Make sure that workers know how to use, clean, and maintain the respirator equipment. All workers must be fit-tested during the selection process to make sure the respirator is the correct size and shape to maintain an effective seal on the worker's face.

Different classes of respirators

- **Air-purifying respirators (APRs)** can remove contaminants in the air that you breathe by filtering out particulates like dusts, metal fumes, mists, etc. Other APRs purify air by adsorbing gases or vapors on a sorbent (adsorbing material) in a cartridge or canister. It is very important to make sure you are using the right filter or cartridge for the chemicals or substances present in the workplace.
- **Supplied-air respirators (SARs)** supply clean air. They do not filter or clean the air. They are generally used to protect workers from high levels of contaminants or against highly toxic air contaminants. In addition, SARs must be used if a cartridge or filter cannot effectively remove the contaminants, like nitrogen dioxide.

Important considerations for using respirators

- Workers exposed to particulates, dusts and mould should use a particulate-filtering respirator with a minimum rating of N95 or higher. N95 masks can come as disposable respirators or can be part of a particulate cartridge on a full or half-face piece respirator.
- Use the Safety Data Sheets (SDS) for guidance on requirements of the particular respiratory hazards while using hazardous products and pesticides. The CSA Standard Z94.4-18, "Selection, Use and Care of Respirators" outlines respirator selection in more detail.
- All employers who require the use of respirators should have a Respirator Protection Program.

Hearing protection

According to the World Health Organization, noise-induced hearing loss is the most common irreversible and preventable occupational hazard worldwide. Additionally, noise creates other safety concerns. It interferes with communication, can mask the sound of alarms like back-up alarms and smoke alarms, and can increase fatigue. Noise also decreases mental alertness especially during prolonged exposure. Hearing protection, when worn properly, will protect the worker from potential hearing loss.

If a worker's noise exposure exceeds noise exposure limits of 80 decibels (dB) over a 24-hour exposure duration, the farm employer must take steps to reduce the noise exposure at the workplace.



5.2 Hearing Conservation Program

A Hearing Conservation Program helps the farm employer manage and reduce the risk of worker hearing loss. A functional program, should include the following:

1) Noise monitoring

Identify the source of noise hazards like farm machinery, packing plants, livestock feed mills, pig barns and power tools.

2) Noise reduction

Engineering controls are a combination of the following basic principles:

- **Noise control at the source**

Noise control options include:

- Acquire quieter machines.
- Reduce noise emissions from machines by installing noise-reducing attachment.
- Reduce noise by performing adequate maintenance like proper oiling, greasing, and replacement of worn-out noisy parts.

- **Noise control along the path**

This involves stopping noise before it reaches the employee. Control actions include:

- Absorbing machine noise before it reaches work areas by installing enclosures, screens and shields.
- Protecting the worker from surrounding machines by providing acoustically shielded operating booths.
- Minimizing reflected noise from walls, ceilings and floors by covering them with sound-absorbing material.

Hearing protection

Selecting hearing protection

The choice of hearing protection depends on various factors, including acoustics, comfort, and the suitability of the hearing protector for both the worker and the environment. Where hearing protection must be used, it is advisable to provide a choice of different types like earmuffs or earplugs.

Administrative controls

Audiometry or hearing measurement is an important part of a Hearing Conservation Program. It is the only method of determining if hearing loss is being prevented. Although existing hearing loss cannot be cured, the data can be used to prevent further hearing loss by implementing noise control measures and motivate employees to use hearing protection. Other administrative controls include posting warning signs in noisy areas and reducing worker exposure time to noise.

How do I know if I am at risk

Three factors may be used to determine the level of noise you are exposed to:

- If it is necessary to speak in a very loud voice to be understood, it is likely that the exposure limit for noise is being exceeded.
- If there is a ringing noise in your ears at the end of the work day, you are being exposed to too much noise.
- If speech or music sounds muffled after leaving work, but sounds fairly clear in the morning, you are being exposed to noise levels that will cause permanent damage.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 6—FARM SAFETY EQUIPMENT

6.0 Employer duties

Farm employers are responsible for making sure that all powered mobile equipment is in safe working condition and that it meets the legislative requirements outlined below.

Employers are responsible for making sure powered mobile equipment:

- Is repaired and defective parts replaced before being operated.
- Has all air and hydraulic lines, hoses, and components in good condition so the equipment is safe to use.
- Is inspected daily, specifically the wire ropes, drums, and sheaves, where applicable.
- Is only lubricated when the machine is at rest or according to the manufacturer's instructions.
- Has tires installed on lock ring type rims that have an approved restraining device for the ring.

Employers are also responsible for making sure that mobile equipment operators understand how to safely operate their equipment.

6.1 Worker duties

Workers are responsible for following all established safety procedures and using all safety equipment, such as using seat belts and restraining devices, where they are provided.

Equipment operators are responsible for:

- Making sure passengers only ride in seats or in other areas designed to carry a person.
- Not operating equipment until all air and hydraulic pressures are at specified operating pressures.
- Following safe procedures when leaving equipment unattended. They need to:
 - Park equipment on level ground and set the brake.
 - Disengage PTO or pulleys.
 - Make sure to lower blades and bucket, or safely block them.
 - Disengage the master clutch.
 - Stop the engine.
 - Remove the key.
- Following the safe refueling procedure.
- Making sure gasoline, diesel oil or other hazardous substances are not present in the cab of the equipment.



6.2 Common hazards associated with machinery

Pinch points are areas where two or more parts move together with at least one part moving in a circle. The areas where drive belts contact pulleys or sprockets mesh with chains are prime examples of pinch points.

Crush points are hazards involving two components moving toward each other. Examples of crush point hazards are the raising and lowering equipment with a three-point hitch, components that are moved by hydraulic cylinders and the areas between the tractor and machinery when hitching or turning.

Wrap or entanglement point hazards pertain to any exposed rotating component. Wrap-point hazards include any type of rotating shaft or driveline. PTO drivelines are prime examples of wrapping or entanglement hazards.

Pull-in point hazards involve mechanisms designed to take in crops or other materials for processing. They include combine headers, windrow pickups, forage chopper headers and grinders.

Shear and cutting point hazards are areas where two parts move across one another or one moves across a stationary object. Windrower cutter bars and grain augers are examples of cutting and shear points.

Thrown objects present another type of machine hazard. Metal, glass, wire, sticks, or other materials may be picked up by a machine and propelled with extreme force. Rotary mowers are good examples of machines capable of throwing objects.

Burn point hazards are associated with tractors and self-propelled and pull-type machinery. Hot mufflers, engine blocks, pipes and hot fluids are examples of burn points.

Stored energy hazards are present in pressurized systems such as hydraulics, compressed air, and springs. The sudden or unsuspected pressurization or depressurization of these systems can result in crushing and other types of accidents, depending on the use of the system. High-pressure leaks are also forms of stored energy hazards.



6.3 Machinery maintenance

Repairs and maintenance to farm machinery, equipment and associated workshop tasks are necessary to make sure machinery performance and efficiency are optimal. However, these tasks are among the most frequent causes of farm injuries. Numerous accidents occur because operators attempt to make repairs or adjustments while a machine is running. Others have been injured or killed by being crushed when equipment fell while they were working underneath it.

Take the time to identify potential hazards and develop safe procedures for workshop tasks. Pay particular attention to the training and supervision of young and inexperienced workers.

General Safety Precautions

Develop safe procedures for working around machinery. Begin by putting the following guidelines in place:

- Read and follow all safety procedures in the manufacturer's manual.
- Turn off the machine and take out the key before making any repairs or adjustments.
- Block raised hydraulic equipment. Do not depend on hydraulic systems to keep the implement or attachment in a raised position.
- Make sure to provide adequate working space for the job.
- Provide and use appropriate personal protective equipment (PPE).
- Check to make sure there is sufficient ventilation and lighting.
- In high traffic areas, such as potato packing facilities, designate areas where workers can walk safely and keep these walkways clear.
- Keep required firefighting and first aid equipment in the work area.
- Make sure fuel tanks, air compressors, electrical or other services are safely installed and maintained.
- Modify or remove machinery from service if it cannot be made safe to operate.
- Make sure guarding is safely replaced after maintenance jobs are completed.
- Have guards designed and fitted for older machinery and newly purchased used machinery. The guards must be durable enough for the machine part they cover.
- Incorporate alarm systems on machinery where there is not a clear view of the machine or its parts from the control panel or operator's station. Never disconnect back-up alarms on powered mobile equipment.
- Document service repairs for due diligence and develop a routine schedule for maintenance.
- Hydraulic fluid and fuel oil in the injection system operate under high pressure.
 - Do not use your hand to check for leaks. Use a piece of cardboard or paper.
 - Stop the engine and relieve pressure before connecting or disconnecting lines.
 - Tighten all connections before starting the engine or pressurizing lines.

Children and guests are often at risk of being injured by machinery. Minimize the risks. Educate children and guests about safety on the farm and restrict them from areas where moving machinery is present and operating.

Did you know?

A guard may be any shield, cover, casing, or physical or electronic barrier, intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing.

ALL MOVING PARTS OF MACHINERY MUST BE GUARDED. Manufacturers of new machinery and equipment are legally required to make sure dangerous parts are safely guarded so that operators and others are protected from injury.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 7—FARM BUILDINGS AND STORAGE

Farm buildings on PEI can vary in size and structure depending on their use. Different types of farming operations also have different hazards within the various farm buildings. It is important to assess the hazards specific to the operation.

7.0 Housekeeping

Implement a checklist for your farm that is followed at regular intervals, weekly or monthly for example, and identify waste that accumulates in the workplace. Regular cleaning and organizing can significantly reduce the risk of injury.

- Work areas must be kept clean and free of debris that could cause a tripping or slipping hazard. Consider laying extension cords and hoses in an area where they are less likely to be tripping hazards.
- All spills of any description shall be cleaned up as soon as possible to prevent further hazards. If the liquid spilled is a hazardous substance, the spill shall be reported to the supervisor for instructions on safely cleaning up the spill.
- Electrical cords, plugs and outlets are inspected regularly for wear and damage.
- Keep dust buildup on electrical boxes and other components to a minimum.
- Keep fire extinguishers easily accessible, protected from damage, and maintained in good operating condition. Additional requirements for fire safety can be found in the *PEI Fire Prevention Act*. Consider inviting the local volunteer fire department for a tour of the operation so that they are familiar with the specific hazards in the event of an emergency.
- All tools and equipment should be returned to their proper storage place after use.
- Electrical panels are covered in accordance with the *Electrical Inspection Act*.



7.1 Washrooms and lunchrooms

Providing clean and safe washroom and lunchroom facilities for worker use is an important consideration when designing barns and warehouses. Provide private and secure washrooms with the necessary toilet paper, soap, and paper towels to dry hands. If workers are in the field and not close to the barn or warehouse, make sure that reasonable time is given during the day for breaks to use the washroom at the farm. Alternately, consider setting up a portable washroom in the field. Proper hygiene is an important element in food safety and a reasonable right of the workers.

Make sure the lunchroom is separate from any place where there is the possibility of food being contaminated by a dangerous substance. The lunchroom should be provided with adequate light, heat, and ventilation for workers. Hand washing facilities should be close by. Keep the lunchroom tidy and in sanitary condition and make sure there are enough tables and chairs for the workers.

Consider the following:

- Where do workers on my farm have access to safe drinking water? Do they have clean cups and bottles to drink from?
- Is there an adequate number of toilets for each gender working on my farm? Are the toilets kept clean? Are the toilets easily accessible by the workers?
- Are there reasonable hand washing facilities or supplies available? Are the hand washing facilities or supplies close to the toilets and eating areas?
- Is the eating area located away from areas where food can become contaminated?
- Is there an area to change in and out of barn clothes or other clothes that are soiled from work?
- Are shower facilities available if a worker's skin becomes contaminated by a hazardous substance?

Did you know?

**The *Smoke Free Places Act* applies to all farm workplaces.
Therefore, smoking in lunchrooms, equipment or vehicles is not permitted.
OHS Officers enforce the *Smoke Free Places Act* and respond
to complaints of smoking in the workplace.**

7.2 Illumination

Proper lighting in storage warehouses, packing plants and livestock barns is required for the health and safety of the workers. Proper lighting can also reduce unintended damage to equipment.

When measuring the level of light intensity in a workspace, the common measurement is “lux.” One lux is the amount of illumination supplied by one candle on a one-meter surface, as seen from a one-meter distance. The standard level of measurement for lighting in a general workplace is measured in lux at a point of 762 mm, or 30 in., above the floor.

Lux levels required in common commercial operations include:

- Seldom used areas, such as storage warehouses 100 lux
- Frequently used areas, such as milk parlours 300 lux
- Continuously used areas, such as a mechanic’s shop 500 lux
- Offices 650-750 lux

Emergency lighting

Emergency lighting must be provided in places of employment normally used during periods of darkness. Emergency lighting shall provide a minimum level of 10 lux at all exits from the place of employment.

7.3 Ventilation

The employer must make sure that the workplace is adequately ventilated by either natural or mechanical means. This is to protect the health and safety of workers. The employer must also make sure that the discharge of air from any exhaust system is set up prevent the return of contaminants to the workplace.

The employer should consider suitable means of ventilation to reduce contamination in the atmosphere where the air within the working area is contaminated by vapours, fumes, gases, mists, or other impurities which constitute a hazard to the health or safety of workers. This includes diesel exhaust and welding fumes. The goal of contamination reduction is to be at or below the **Threshold Limit Values (TLVs)** specified by the American Conference of Governmental Industrial Hygienists (ACGIH).



7.4 Stairs and ladders

Falls can have serious consequences and have lasting effects in the workplace. A fall can lead to long-term injuries making it difficult for a person to continue farming. Falls can also kill you. Common examples of hazards that could pose a risk include ladders, silos, gates, ramps, and mezzanines.

Requirements for stairs:

- Install permanent or temporary guardrails on stairs and landings before stairs are constructed between levels to prevent someone from falling or stepping off edges.
- Do not store materials on stairways that are used for general access between levels.
- Correct any slippery conditions on stairways, such as applying anti-slip stair nosing.
- Stairs and platforms made of perforated material shall not contain openings larger than 11 mm (7/16 in.).
- Stairs should be not less than 1,117 mm (44 in.) in width, clear of all obstructions except handrails, and shall not be less than 914 mm (36 in.).

Requirements for ladders:

- Inspect before use for broken rungs or other defects.
- Discard or repair defective ladders.
- Place ladders at the proper angle (1 ft. out from the base for every 4 ft. of vertical rise).
- Secure ladders near the top or bottom to prevent them from slipping and causing falls.
- Extend ladders at least 1m (approx. 3 ft.) above the landing to provide a handhold or for balance when getting on and off the ladder from other surfaces.
- Do not set up a ladder near passageways or high traffic areas where it could be hit.
- Do not use a ladder as a work platform, runway or as scaffold planks.
- Always face the ladder and maintain 3 points of contact when climbing and descending.

Requirements for fixed ladders, including those on silos and grain bins:

- Secure in place at the top and bottom and at intermediate points.
- Has continuous clearance space of at least 165 mm (6 1/2 in) behind the rungs.
- Has rungs omitted above the landing and has rails or hand holds which extend at least 1067mm (42 in.) above the landing.
- Where the fixed ladder is more than 6096mm (20 ft.) in length it must have:
 - A safety rail secured to the ladder where a safety belt designed to be worn by the worker is attached to the rail, **OR** a cage guard with offset platforms at intervals not greater than 9144mm (30 ft.), **OR** adequate fall arrest equipment where the worker using the equipment has completed training in fall protection.

7.5 Confined space hazards

There are many possible hazards in a confined space. There could be toxic gases, not enough oxygen, or moving parts or equipment that could cause harm to a worker. Hazards may not be obvious, so a competent person must look carefully at every confined space on the farm where you work to identify possible hazards. Examples of confined spaces on farms include manure tanks, silos, grain bins, and milk tanks.

Oxygen – too little or too much

Lack of oxygen is a leading cause of death for workers in confined spaces. You cannot detect low oxygen levels by sight or smell, and they can cause brain damage and stop your heart after a few minutes. In a confined space, something as simple as rusting metals can cause low oxygen levels.

Too much oxygen in a confined space is also dangerous because it can increase the risk of fire or explosion. Materials that would not catch fire or burn in normal air may do so quickly and easily where there is a high level of oxygen.

Toxic gases

Toxic gases can be produced in a confined space by liquids or solids, such as liquid manure or compost. They can also be produced by work being done, such as painting or welding. At high enough levels, even a brief exposure to some gases can cause permanent health effects, such as brain, heart, or lung damage.

If you are exposed to toxic gases in a confined space, you may become dizzy or lose consciousness and be unable to escape. This can happen quickly, which is why it is important to know about the toxic gases that might exist in a confined space. See Section 7.3 Ventilation in this chapter.

Explosive atmosphere

Gases or vapours in confined spaces can ignite, resulting in fires or explosions. Keep fuel containers away from confined spaces. Grain and wood dusts may also explode under certain conditions.

Biological hazards

Composted material and manure can release bacteria, mould spores, allergens, and other biological materials into the air. If you are exposed to lower levels of these materials, you may notice mild health symptoms, such as coughing, itchy eyes, stuffy nose, sneezing, or sore throat. For someone who has asthma or a sensitive immune system, health effects can be more severe. A proper respirator is required in these types of environments.



Entrapment and engulfment

Grain or compost that is being stored can be a risk for entrapment or complete burial. Grain or compost - especially if there are moist conditions - can form “bridges” with empty spaces underneath them or “shoulders” that are overhead. If these surfaces are walked on or under the surface of one of these bridges or shoulders could collapse, trapping or burying the worker. Bins and hoppers are especially dangerous. Entrapment or crushing can occur when material is accidentally discharged into an empty bin hopper.

Moving part of equipment and machinery

Mechanical equipment, such as augers, mixers, or rotating tanks can be dangerous to work around. Even when equipment is shut off, someone else could accidentally turn it on. The machine could also contain remaining energy, such as accumulated pressure. Equipment that has not been locked out and de-energized could also move unexpectedly.

Extreme temperatures

Some confined spaces have very high temperatures. Heat stress can produce sweating, muscle weakness, cramps, fatigue, thirst, and in severe situation, heat stroke and loss of consciousness. If exposed to low temperatures, such as in a cooler or freezer, cold stress may result. Shivering is a common symptom of cold stress. In confined spaces, ventilation systems can be dangerous because they can cause the loss of more body heat quickly. Ensuring the proper clothing is available and worn is crucial for survival in the event of an emergency.

Manure gases

A liquid manure holding system can contain many gases. These gases are formed as the manure decomposes. The gases are trapped in small bubbles and are released when the manure is agitated or pumped.

Hydrogen Sulphide (H₂S) - H₂S is often called manure gas. It is by far the deadliest of the manure pit gases. It is a clear and colorless gas. It is often described as having a "rotten egg odour" smell. However, that odour can NEVER be completely relied on as a warning of gasses being present. When there are high concentrations of H₂S, the olfactory nerves in the nose are temporarily paralyzed making a person unable to smell the odour.

Breathing in low amounts of H₂S can result in nausea, coughing, headache, dizziness, and eye irritation. When people or livestock breathe high amounts of H₂S - greater than 1000 parts per million - breathing stops at once. Once breathing stops, death will occur in minutes unless rescue is prompt.

H₂S gas is heavier than air. It tends to pool near the ground. If you enter a building where there are many dead mice, cats or livestock, immediately suspect H₂S gas poisoning and leave.

Carbon Dioxide (CO₂) - CO₂ is a gas that is produced by all living things, including manure bacteria. In manure pits, the CO₂ produced by the bacteria may displace the oxygen. CO₂ is also heavier than air. It is usually found at the surface of the manure.

Ammonia (NH₃) - NH₃ is colourless and lighter than air. It is easy to detect because of its sharp odour. High amounts of NH₃ can cause harsh coughing, severe irritation of the throat, eyes, and lungs. If the amounts are high enough, it may result in suffocation.

Methane (CH₄) - Methane is colourless, lighter than air and odourless. It is extremely flammable and explodes easily. A spark or lighted match dropped into a manure tank or pit can have deadly results. Methane is more likely to be found during warm weather greater than 35°C. It can also displace oxygen and cause suffocation.

Liquid manure pits are the most hazardous confined spaces found on farms. The hazards include:

- The creation and release of toxic gases.
- Moist conditions which increase the potential for electric shock and can cause slippery surfaces.
- Powered machinery used for pumping and agitating manure which pose an entanglement hazard.
- Drowning for both humans and livestock because of the depth of the pit.

**When working in manure storage facilities,
always assume dangerous gases are present!**

Silo gas

Nitrogen dioxide (NO₂) is commonly called silo gas. **It is DEADLY.** This gas is produced during the first three weeks of the ensiling process. Therefore, the risk of exposure to silo gas is greatest during the first three weeks after the silo has been filled.

Silo gas appears as a yellowish-brown haze and has a bleach-like odour. But often there is no odour present. NO₂ is heavier than air. It can sometimes be seen around cracks and openings, such as the doors on the silo. NO₂ may also give the silage an unusual bright yellow or orange colour.

Prompt medical attention for anyone exposed is vital. NO₂ can kill in seconds. When NO₂ enters the lungs it combines with moisture and turns into nitric acid. Nitric acid destroys the blood vessels in the lungs and causes massive internal bleeding. Death follows quickly.

Advise emergency responders of the circumstances and the hazards and prepare to assist them.

Did you know?

Agriculture and Agri-Food Canada recommends a minimum forage blower ventilation period of 30 minutes for silos up to 7.2 meters in diameter. Larger structures and deeper head spaces may require more ventilation time for safe entry. Always wear a respirator and eye protection and keep ventilation running while anyone is in the silo.

Grain bin precautions

- Don't enter a grain bin, unless necessary.
- Use the buddy system and always have a second person standing by outside in case of difficulties. Make sure this person knows emergency response procedures.
- Never enter a grain bin without locking out the power source to the auger and making sure no one can start it while someone is inside the grain bin.
- Stay on the ladder above the level of compacted or bridged grain while dislodging it. Wear a full body harness and attach a lanyard to the ladder above your head.

7.6 Working in confined spaces

Once a confined space and its potential hazards have been identified, care must be taken before entering to perform any work-related duties. Make sure that everyone involved knows their responsibilities if an emergency were to happen. Make sure those entering are fully trained and competent to complete the task.

Basic guidelines for confined space entry:

1. Test the atmosphere for oxygen, levels of toxic gases, and potentially explosive substances.
2. If a dangerous atmosphere exists, you must wear a self-contained breathing apparatus. Ventilate the area as thoroughly as possible.
3. All mechanical and electrical equipment must be locked out.
4. Use the buddy system and wear a lifeline. Sufficient equipment and manpower must be available. A third person should be on hand to call for help, if needed.
5. Before entering the confined space, establish how you will be communicating. Make sure all those involved – inside and outside - know and understand verbal signals, hand gestures or tugging line signals.
6. Never re-enter a confined space without re-testing and venting the area.



Preventative safety measures for confined spaces

1. Evaluate each work area. Consider the location and use of any specialized machinery used in and around the area, especially unguarded equipment, equipment powered by electricity and PTO-driven equipment.
2. Post warning signs on or next to all confined spaces. These signs should be sturdy, weatherproof, and display such wording as, "**DANGER! CONFINED SPACE, DO NOT ENTER**"
3. Be sure that all openings to confined spaces are appropriately covered, fenced or blocked off.
4. Consider the hazards associated with working from heights and provide fall protection where necessary, such as fall arrest equipment or platforms and guardrails. **Note:** Fall arrest equipment consists of a full body harness and a double tie off lanyard. Make sure that the worker is always tied off to an engineered anchor point.
5. If workers are not required to enter a confined space, lock the opening to prevent entry.
6. Make sure that all visitors, family members, and workers are aware of the dangers associated with confined spaces and where they are located on the property.
7. Have a written confined space entry procedure. This procedure includes a) a notification process when entering a confined space and b) an emergency procedure to be followed in the event of an accident or an emergency. The procedure also needs to consider the resources required for rescuing someone who may become trapped in a confined space.
8. Train all workers who may need to enter a confined space on the dangers associated with silo gas, loose grain, and manure gases.

A self-contained breathing apparatus is required to enter areas where oxygen is deficient or where there are toxic gases. Training must be provided to the worker entering the confined space to make sure that they have the correct respirator that fits properly, with the correct cartridges attached.

Whether working around a grain bin, manure pit, or other confined space, the most important safety instruction to give family members, visitors, and untrained workers is to **STAY OUT!**

Never work alone in a confined space such as a silo, grain bin or manure pit!

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 8—FARM CHEMICALS

Farm chemicals can cause injury or harm when used improperly. There are many different types of chemicals found on farms, ranging from pesticides and sanitizing products to hydraulic fluid and antifreeze. Depending on the operation, they can be found in livestock barns, machinery workshops or in the field. Knowing about the hazards associated with each chemical is critical for the protection of everyone on the farm and for the environment.

8.0 Toxic substances

General requirements for all toxic substances are found in the OHS Act, Section 32. The employer must prepare a list of all biological, chemical or physical substances used on the farm that may be hazardous to the health or safety of workers.

Contents of the records

For each toxic biological, chemical or physical substance present on the farm, the farm employer must identify and record the following:

- Ingredients and their common or generic names.
- Toxicological effects.
- Effects of exposure, whether by contact, inhalation, or ingestion.
- Protective measures used or to be used with respect to the substance.
- Emergency measures used or to be used to deal with exposure to the substance.
- Information on the use, transport, storage, and disposal of the substance.

Did you know?

Farm workplace are NOT exempt from WHMIS regulations.



8.1 Pesticides

Pesticides are substances used to kill, repel, or control certain forms of plant or animal life and include herbicides, fungicides, insecticides, and rodenticides.

Some general precautions to improve safety when using pesticides include:

- Making sure anyone purchasing or applying agricultural pesticides holds a valid Pesticide Applicator Certificate required by PEI Department of Environment, Energy and Climate Action, as per the *Pesticide Control Act* and Regulations.
- Reading and following pesticide labels and Safety Data Sheets (SDS) supplied by the manufacturer for information on hazards, the requirements for personal protective equipment (PPE), storage and disposal for each chemical.
- Posting warning signs and emergency numbers on pesticide storage.
- Reading the label for directions on pest control for dosage use, storage and disposal.
- Storing the chemicals in the original containers with labels intact and replace lost or damaged labels with other identification.
- Storing respirators, and other protective clothing and equipment, safely away from chemicals. Be aware that solvents in some chemical concentrates can escape as harmful vapours unless containers are well sealed.
- Keeping pesticide storage area locked. This area must never be used for other purposes.
- Making sure absorbent materials are located close by to clean up any spills. These may include kitty litter, absorbent pillows, lime, or sand.
- Never storing chemicals in food or drink containers.
- Locating storage area as far away as possible from humans and livestock to prevent accidental poisoning.

Disposal of pesticide containers

- Triple or jet rinse empty containers to remove all traces of the chemical.
- Where possible, return containers to the manufacturer or supplier. You can also call the PEI Department of Environment, Energy and Climate Action for information on approved disposal methods.
- Read the Safety Data Sheets (SDS) for disposal information for pesticides.

Transporting of pesticides

- Do not leave chemicals unattended during transport.
- Secure hazardous substances on the vehicle so they cannot move or fall off.
- Keep records of the chemicals being transported.
- Carry suitable personal protective equipment (PPE), including respiratory equipment if necessary.
- Make sure that the transportation of dangerous goods meets the requirements of the *Dangerous Goods (Transportation) Act* and Regulations, enforced by the Highway Safety Division of the PEI Department of Transportation and Infrastructure.

Refer to the Safety Data Sheets (SDS) or pesticide label for important information on chemical use, storage and disposal!

8.2 Hazardous materials and WHMIS

Other hazardous materials such as lubricants, sanitizers, cleaners, paints and fuels are present on every farm. Depending on the manufacturer and the marketing of a particular substance, they may be classified as a Hazardous Product or a Consumer Product.

Many hazardous materials, however, do not fall under the *Hazardous Product Act* (HPA). The following are exempt from having supplier labels and Safety Data Sheets (SDS) that meet the HPA requirements:

- **Food, drugs, devices, and cosmetics** - as defined in the *Food and Drugs Act* (Canada)
- **Pest control products** - as defined in the *Pest Control Products Act* (Canada)
- **Consumer products** – as defined in the *Canada Consumer Product Safety Act* (Canada)
- **Wood** or products made of wood
- **Tobacco or a tobacco product** – as defined in the *Tobacco Act* (Canada)
- **Manufactured products**, including fertilizers
- **Products being transported or handled** pursuant to the requirements of the *Transportation of Dangerous Goods Act* (Canada)
- **Explosives** - as defined in the *Explosives Act* (Canada)

While a product may be exempt from having labels or Safety Data Sheets (SDS) that are compliant with WHMIS Regulations, employers must still provide education and training on the product's health effects, safe use, and storage.

Make sure all labels are legible and affixed to the container. If not, the employer must either replace the original label or provide a workplace label which meets the WHMIS Regulations.

WHMIS labels and SDSs provide important information to protect workers' health and safety including: recommended protective equipment, incompatible materials, emergency spill response, and exposure measures. They also include information on possible health effects related to short and long-term exposures, including reproductive diseases, respiratory issues, and cancer.











Consumer chemical products do not need to have the same warnings and information related to their use in a workplace. As such, the label and information that comes with these products may not be sufficient to protect the health and safety of workers. Without this knowledge, a worker who repeatedly uses a consumer chemical product may be at a higher risk of developing an occupational disease. For this reason, only purchase consumer products as a last resort.

Make it a priority to purchase workplace hazardous products with informative WHMIS labelling intended for use in the workplace.

The easiest way to tell the difference between a WHMIS label and a consumer chemical product label is by looking at the hazardous symbols on the label. WHMIS hazard symbols have red diamond borders around all the symbols except the biohazard symbol, which has a black circle border. Consumer chemical product hazard symbols have black triangle or octagon shaped borders around the symbols.

WHMIS hazard symbols

See below the hazard symbols that may be found on the label and SDS of a workplace hazardous product.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

Education and training

Anyone that works with hazardous products or who may be exposed to these products in their work must have WHMIS education and product training.

The education part must cover the content required on a supplier and workplace label, as well as the content, purpose and significance of the information on a SDS. This is commonly obtained by taking an online or in-person course where a WHMIS Certificate is issued after the successful completion of the course.

This certificate **does not expire** and is transferable, meaning that it can be used as evidence of the training when a worker transfers from one employer to the next.

The training part must be completed at the workplace, and it must include a review of the procedures for the safe use, handling, storage, and disposal of hazardous products, what to do in case of a spill, and what to do in an emergency.

Worker knowledge must be periodically evaluated, and a review of the hazard information should be completed annually, or more frequently, if there is a change in work conditions.

8.3 Consumer chemical products

Consumer chemical products are regulated by the Consumer Chemicals and Containers Regulations, 2001 under the *Canada Consumer Product Safety Act*. Consumer products are evaluated with the idea that the product is intended to be used sporadically and for short periods of time. For example, when cleaning is occasionally performed in the home, for a short period of time.

Consequently, their labels **ONLY** include:





- Simple hazard symbols and signal words like **DANGER**.
- Primary hazard statements like **POISON**.
- Specific hazard statements like **Contents Harmful**.
- Safety instructions like **Do not swallow**.
- First aid statements like **If swallowed, call a Poison Control Centre or doctor immediately**.

There is no information required on the labels about the effects that occur over longer-term or repeated exposures, such as cancer, reproductive effects, or skin sensitization. The limited information available puts workers at a greater health risk if the same product is used regularly in a workplace.

Where possible, AVOID the use of consumer products in the workplace and replace them with the equivalent hazardous product that meets the WHMIS requirements!

Consumer chemical product hazard symbols

Here are the hazard symbols that may be found on a label of a consumer chemical product. If you purchase and use consumer chemical products for your workplace, contact the supplier to see if an SDS is available for this product. Many consumer chemical product suppliers voluntarily prepare SDSs.

	Explosive	The container can explode if heated or punctured. Flying pieces of metal or plastic from the container can cause serious injury, especially to your eyes.
	Corrosive	The product can burn your skin or eyes. If swallowed, it can damage your throat and stomach.
	Flammable	The product or its fumes will catch fire easily if it is near heat, flames, or sparks. Rags used with this product may begin to burn on their own.
	Poison	If you swallow, lick, or in some cases, breathe in the chemical, you could become very sick or die.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 9—LIVESTOCK HANDLING

9.0 Hazards

Animal behavior is unpredictable. Injuries related to livestock handling are common and can be related to a number of factors:

- Animal behaviour and temperament.
- Handler training and safe work practices.
- Facilities and equipment for handling the animals.
- Transmittable diseases.
- Crowding and confinement.

Consider the animal

As part of a livestock handler's hazard assessment, consider the following:

- Animals may be more unpredictable during cold, windy weather.
- Hazards vary according to the age, sex, breed, weight, temperament and training of the animal.
- Be aware that most animals are more aggressive during mating season.
- Mothers are protective. Do not come between them and their offspring.
- Be aware that isolated animals become stressed more easily.
- Be aware of an animal's flight zone and use it to your advantage.
- Avoid rough handling.
- Do not tease or provoke the animal.
- Avoid loud shouts or noises that could startle the animal.
- Match your handling skill to the temperament and size of the animal.

The handler

The most common physical hazards livestock handlers are exposed to include kicks, crushes, slips, falls, abrasions, and punctures. These hazards can be controlled by good facility maintenance, training and used of personal protective equipment (PPE). It is important to use safety footwear with appropriate soles and properly fitted clothing, including gloves.

Handling methods vary greatly between different types of livestock, but there are some generally accepted rules for all animals:

- Be calm and deliberate. Most animals respond to routine.
- Be patient.
- Always be aware of an escape route when working with animals in confined spaces.
- Approach animals quietly and make sure they are aware of your presence.
- Avoid sudden movement when working with livestock.
- Prepare and communicate safe work practices so that others are aware.

9.1 Facilities and equipment

Poor facilities and equipment can cause injuries to the livestock and handlers. Considerable planning is necessary prior to construction or renovation of a livestock facility. Yards and sheds should be strong enough and properly sized to match the type of livestock being handled.

Consider the following:

- Design barns and yards to assist with the flow of animals.
- Keep facilities in good repair and free from protruding rails, bolts, wires, etc.
- Use the appropriate restraining devices when animals need to be restrained.
- Check all restraining equipment regularly for wear or damage.
- Securely anchor portable handling equipment before use.
- Maintain yards and pens to reduce slipping and tripping hazards.
- Animals move easier from dark to light areas. Make sure there is adequate lighting.
- Prevent overcrowding in the barn, pen or yard.
- Make sure there is adequate ventilation for livestock.

9.2 Biosecurity on the farm

Biosecurity involves many aspects of farm management, such as disease control and prevention, nutrient management and visitor control. Hazards and risks vary among species and types of operations. What may work for one farm may not be ideal for another. Each farm needs to develop a specific biosecurity plan that identifies possible risk factors, documents procedures, and provides necessary records. The Canadian Food Inspection Agency (CFIA) develops national biosecurity standards, protocols and strategies to protect agricultural resources to assist in the development of these plans.

The farm employer must make sure workers are properly informed of the farm's biosecurity plan and about the risk of disease transmission and disease prevention. Providing proper training sessions using credible sources can alleviate fear from false information and give workers a sense of being prepared and knowledgeable in the case of a disease outbreak.

**ALWAYS FOLLOW THE ADVICE AND DIRECTIONS FROM THE
FEDERAL AND PROVINCIAL AUTHORITIES IF A DISEASE OUTBREAK OCCURS.**



9.3 Zoonotic diseases

Zoonotic diseases are infections that spread from animal to humans. It is crucial that farm employers and workers take every reasonable step to make sure they are safe in the workplace and are aware of the potential diseases they could come in contact with. Local farms now have to be on the lookout for foreign and emerging diseases such as bovine spongiform encephalopathy (mad cow disease), foot and mouth disease, African swine flu and avian influenza. There are programs in place to guard against the entry of foreign diseases and to prevent the spread of certain domestic diseases.

In some cases, zoonoses cause superficial fungal infections that are easy to treat like ringworm. In other situations, they may be life-threatening, like rabies and anthrax. In addition to animal and poultry sources, be aware that insects also carry zoonotic diseases such as the West Nile virus and Lyme disease.

Some routine farm jobs that may put employers and workers at greater risk of being exposed to zoonotic diseases include:

- Assisting with the birth of calves, lambs, or piglets.
- Handling afterbirth and stillborn animals.
- Handling diseased animals or their wounds.
- Giving injections.
- Performing castrations.
- Disposing of dead animals.
- Handling unhatched eggs.

Did you know?

Many infectious diseases are preventable through vaccinations.

If workers are at risk for infectious disease at the workplace, employers should develop safe procedures for exposure control. **Safe work practices everyone should follow include:**

- Getting vaccinated.
- Practice proper hygiene, washing frequently with soap and water, including washing hands on a frequent basis.
- Do not touch your face, smoke, or eat while handling livestock.
- Make sure there is an eye wash station on the farm.
- Clean and care for skin wounds promptly.
- Using personal protective equipment (PPE), including:
 - Gloves - Always wear suitable gloves if your skin is chapped or cut.
 - Respirator_- use a particulate-filtering N95 dust mask, at minimum, when sweeping loose dust and dirt.
 - Eye protection.
 - Protective clothing, including disposable coveralls and foot covers, when necessary.
- Change saturated or soiled clothing immediately.
- Wash work clothes on a frequent basis and launder separately from family clothing.
- Making sure of proper handling and disposal of needles, scalpels, and carcasses.
- Post signs with biosecurity protocols to limit visitor disease transmission.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 10—NON-IONIZING RADIATION

Non-ionizing radiation is a type of low-energy radiation that does not have enough energy to remove an electron from an atom or molecule. It includes laser radiation, infra-red radiation, ultraviolet light, microwaves and radio frequency.

Applications of radiation technology are rapidly appearing in the agriculture industry. Near infrared (NIR) sensors can analyze crops, nutrients in feed and monitor the health of automatically milked cows. Lasers are found in many different types of machinery in the packing plants and food processing areas. Recently, research has shown that lasers are an effective method of weed control without the use of chemicals.

10.0 Lasers

The degree to which a laser is dangerous depends on a laser's output power, its wavelength(s), beam diameter, output optics, mode (continuous or pulsed), and the physical geometry of the beam as it relates to workers nearby. The classifications categorize lasers according to their ability to produce damage in exposed people, from Class 1 where there is no hazard during normal use, to Class 4 where there is severe hazard for eyes and skin. By law, manufacturers and importers are required to classify and label lasers. Lasers in agricultural workplaces must be properly classified and labelled with all associated information provided.

A laser may injure a worker through various mechanisms:

- At low intensities or with prolonged use, the laser can bleach the colour receptors in the eye, causing loss of colour vision.
- The laser beam may burn the surface of the skin or eye. The eye is particularly susceptible to damage. Even small lasers, like laser pointers can cause permanent damage when misused.
- A worker briefly exposed to a low powered laser - Class 1 to 3R beam - may experience flash blindness. Though no permanent injury may result, temporary loss of useful vision or a startle reaction may cause secondary effects. For example, a lift-truck operator struck with a bar-code scanner beam could be involved in a workplace collision.
- Electric shock or electrocution may occur when working with high voltage electricity and there is a potential for fire when the direct or reflected laser beam strikes combustible material.

General precautions:

- Know the hazards associated with working with lasers and the control measures that are required to be in place as outlined in the manufacturer's specifications. Make sure information, training and supervision is provided to everyone working in the vicinity of laser equipment.
- Written Standard Operating Procedures are required and must be followed for Class 3B and Class 4 lasers.
- Do not knowingly expose yourself or others to direct laser beam or its reflection.
- Know the class of laser(s) you are working with and the applicable nominal hazard zone. This is the space where exposure to the laser beam is hazardous.
- Wear and use the required protective equipment.

10.1 Ultra-violet radiation from the sun

Sun exposure is the second most common occupational carcinogen exposure in Canada. According to the Occupational Cancer Research Centre, there are over 80,000 new cases of skin cancer diagnosed in Canada, leading to approximately 1,500 deaths each year. This number continues to rise, making it the most common type of cancer in Canada. Employers must take appropriate steps to protect outdoor workers as damage from sun exposure can accumulate over time, potentially causing skin cancer. Outdoor workers, who may be exposed to the sun for prolonged periods of time, are at a much higher risk for developing skin cancer than indoor workers. Employers and workers must be aware of the dangers of sun exposure and take reasonable measures to reduce their risk.

General Precautions

Workers can limit the risk of sun exposure by following these practices:

- Implement a sun safety program that includes sun protection control measures, plus training and awareness for workers.
- Seek shade, bring an item to create shade, or reduce sun exposure.
- If natural sources are unavailable, shade structures should be an option for protection. Schedule shifts to minimize time spent out during the sun's peak UV hours, which are typically 11 a.m to 3 p.m. in Prince Edward Island.
- Wear close fitting or wraparound sunglasses to protect eyes.
- Choose a pair of sunglasses or lenses that block 99-100% of UVA and UVB rays.
- Wear a hat with a wide brim to protect skin and eyes.
- Wear tightly woven, loose fitting clothing to protect arms and legs.
- Apply sunscreen on exposed skin.
- Choose a sunscreen with a rating of 30 sun protection factor (SPF) or higher and reapply every 2 hours. Reapplying is necessary even on cloudy days as the UV index can still be high.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 11—ELECTRICITY

Electrical hazards are present in many different locations on farms. It is essential to identify the location of these hazards to prevent unintended, harmful, and sometimes fatal events.

Overhead power lines

If it is necessary to operate equipment in any location where overhead lines are present, consider the following points:

- Be aware of overhead power lines. It is imperative to maintain minimum approach distances to overhead power lines.
- Inspect farm equipment for operating height and be sure to include extensions or any objects that may add to the overall height.
- Make sure that equipment, such as grain augers, are put in the lowered position prior to moving under power lines.
- Call the local electrical utility if you intend to operate any mobile equipment or machinery that exceeds 4.15M (13.5 feet) in height, with or without an extension, when overhead lines are present. They can safely determine the height of power lines and recommend steps to be taken.
- Remember that snow build-up on the ground, snow and ice loading on overhead lines, warm summer weather or other activities such as backfilling, may reduce the distance between the lines and the top of any equipment operating below.
- If power lines have been damaged or have fallen, keep clear and notify the local electric utility.

General precautions:

The following suggestions will help minimize or eliminate the risk of electric shock:

- Lock out main switches by placing locks and tags on them before working on power circuits so that no one else may inadvertently energize equipment being worked on.
- Train all workers in the Lock out/Tag out system.
- Consider that every circuit is live and to use proper instrument for testing circuits.
- Install, use, and maintain all electrical wiring and equipment according to the *Electrical Inspection Act* and its Regulations.
- Use warning signs and block off dangerous areas.
- Make sure wiring, equipment, leads, and plugs are kept in good repair with the proper guards and panel covers.

Common sources of farm electrocutions include:

- Contacting overhead power lines with equipment such as dump trucks, wagons and portable augers. Remember electricity can also arc, so make sure the operator maintains a minimum approach distance.
- Contacting buried cables during trenching, digging of fence post holes, and general construction and excavation.
- Poor location and condition of wiring, electrical cords and electrical devices such as motors.

Improve farm electrical safety with the following strategies:

- Use electrical devices designed for outdoor use.
- Use a Ground Fault Circuit Interrupter (GFCI) outlet for portable electrical equipment outside.
- Make sure that extension cords and devices are grounded and in good condition.
- Place switches and outlets away from flammable materials.
- Look for shorting or sparking of fittings or equipment.
- Avoid the use of electrical equipment in wet conditions.
- Mark safety clearances in all fields where overhead lines are present.
- Never store bales of hay, straw or other flammable products under power lines.
- Consider providing workers with electrical safety awareness training.
- Call Maritime Electric at 1-800-670-1012 or Summerside Electric at 902-432-1268 if you have questions.

If equipment does come in contact with electrical lines remain calm and assess the situation.

- It is always best to stay in or on the equipment. If the equipment is still functional, try and move away from the power line to a safe distance of at least 15 meters (approx. 50 ft.).
- Have someone call the electric utility and warn others to remain clear as the ground may be energized. If you try to step off the equipment while it is energized, you will provide a path to ground and you will be electrocuted.
- Stay in or on the equipment until a representative from the electric utility tells you it is safe.
- Any equipment involved in an accidental electrical contact must be thoroughly inspected prior to going back into service. There may be damage to tires, hoses, hydraulics or other components of the equipment.

The following chart provides the minimum approach distances depending on the voltages of the overhead power lines.

Nominal Phase-to-Phase Voltage of Live Power Line	Minimum Distance
Up to 750 volts	900mm (3 feet)
751 to 100,000 volts	3600mm (12 feet)
100,001 to 250,000 volts	5200mm (17 feet)
250,001 to 345,000 volts	6100mm (20 feet)

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 12—WORKING ALONE

Working alone is a common occurrence on many farm operations. Regardless of the task, everyone needs to take responsibility for their own safety by knowing the job, knowing the hazards, and knowing what to do if something goes wrong. In addition, it is critical to inform another person of the location and the expected timelines of a task given to a lone worker.

A worker is considered to be working alone if they are the only worker present and assistance is not readily available to that person in the event of injury, illness or emergency. In many situations on a farm, unless communication processes are put in place, the worker's absence may not be noticed for some time. A serious fall, an incident with aggressive livestock, or an exposure to dangerous chemicals or gases, could result in a serious workplace injury where immediate help is not available. Consequently, the risk to the lone worker is significantly elevated.

When working alone, always let someone know how long you should be and where you will be working. A cell phone or 2-way radio should be carried in case help is needed!

It is important to note that the *PEI Youth Employment Act* states that workers under the age of 16 must be supervised at all times. Farm employers must NEVER allow young workers to work alone.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 13—FALL PROTECTION AND SCAFFOLDING

Working at heights requires the use of fall arrest equipment, guardrails, or other means of fall protection. On PEI farms, fall protection is required when a person is working in an area 3 meters (9.84 feet) or more above the nearest permanent safe working surface, any open-top tank, pit or vat or above any surface or thing that could cause injury upon contact. This would include areas such as barn roofs, silos, grain bins, hay mows, manure pits, and irrigation ponds.

PEI farm employers are NOT exempt from the Fall Protection Regulations included in the PEI *Occupational Health and Safety Act*.

13.0 General precautions

If a fall hazard exists, take the necessary precautions to make sure fall protection is in place:

- Install guardrails around uncovered openings in floors, landings, platforms and other areas where other hazards exist.
- Make sure that all silo and bin ladders are safely and firmly attached and are strong enough to carry the expected loads.
- Make sure the bottom end of silo and bin ladders is high enough off the ground or is securely guarded so children cannot access the ladders.
- Maintain good housekeeping to prevent slips, trips, and falls.
- Wear shoes or boots with slip-resistant soles and heels.
- See Chapter 7, section 7.4 Stairs and ladders, for requirements for fixed ladders on silos and grain bins.

Ladders are not intended as a work platform. They are meant for ascending and descending different work levels. Where it is necessary to work from a ladder, and three-point contact cannot be maintained, fall protection is required. Three-point contact generally means two feet and one hand.

13.1 Fall arrest equipment

The benefit of fall arrest systems is that they provide flexibility and freedom of movement in the work area. Important things to remember when using fall arrest systems:

- The employer must make sure that proper equipment is provided and that the workers wear it.
- A competent person must provide training and training records must be kept for at least 2 years.
- Fall arrest systems must be secured to an appropriate anchor or lifeline and must meet CSA standards. Anchors can be a permanent or temporary structure and must be capable of withstanding any fall arrest forces of 17.8 kilonewtons (kN) or greater.
- The lanyard length must be calculated properly so it does not exceed a worker's fall distance. Determining fall distance and clearance requirements is a necessary component of fall protection training and may need to be adjusted each time the worker adjusts their positioning.
- Most anchor points are designed to hold only one worker. Make sure that each worker is using their own independent anchor point.

- Fall arrest systems must be inspected by a competent person prior to each work shift and any defective components must be taken out of service.
- A written comprehensive fall protection plan must be developed and available on site. The plan will include:
 - A procedure to rescue a worker who has fallen and is suspended by the system.
 - The equipment that will be used to assist in the rescue of a suspended worker, like from a farm tractor, forklift, work platform or a ladder.
 - Calling 911 should NOT be the first line of defense. 911 is used as part of an emergency plan when all rescue efforts have failed.

13.2 Scaffolding

There are many different work platforms available for working at heights. Conventional scaffolding, forklift platforms, and scissor-lifts are some examples of work platforms used. Risk of injury to workers is minimized by selecting the right equipment for the job, by keeping platforms in safe working order and by ensuring workers are properly trained and supervised.

PEI farm employers are NOT exempt from the Scaffolding Regulations included in the PEI *Occupational Health and Safety Act*.

General precautions

Regardless of the type of scaffolding used, there are general safety requirements to consider:

- Never use scaffolding as a means of fall protection as it is not designed to withstand the load of falling worker.
- Follow manufacturer's specifications or engineered specifications when installing, dismantling, inspecting, and maintaining scaffolding.
- Make sure there is a competent person to oversee the installation and dismantling of a scaffold system and that all workers are trained on how to properly work from a scaffold system.



Power elevated work platforms

Power elevated work platforms, such as scissor-lifts and industrial lift trucks, are becoming more familiar on PEI farms. It is important for farm employers to know their responsibilities under the Scaffolding Regulations. Workers using these work platforms must be competent to operate them and have the ability to recognize potential hazards

Did you know?

A competent person means a person who is qualified because of their knowledge, training, and experience to do the assigned work in a manner that will ensure the health and safety of persons in the workplace. This person is also knowledgeable about the provisions of the OHS Act and the regulations that apply to the assigned work, and about potential or actual danger to health and safety associated with the assigned work.

The work platform must be equipped with a guardrail. Workers must always use a fall arrest system while in the lift, whether the lift is above 3m or not. Workers are not permitted to work from the guardrail even when wearing a fall arrest system. Fall arrest equipment must be secured to an engineered anchor point in the lift and not connected to the guardrail.

Power elevated work platforms must have the load capacity affixed to it and must not be loaded in excess of rated loads. The operator's manual and owner information must be available on the equipment, as well as a schedule of regular inspections.

When using a power-operated elevating work platform for working at heights:

- Allow only competent workers to use the lift.
- Inspect the lift prior to using it and make sure all controls are functioning correctly and the guardrail systems are in place.
- Never stand or sit on the guardrails. Keep work within easy reach to avoid leaning over the lift.
- Wear and maintain an appropriate fall protection system and always tie-off to the manufacturer provided anchorage point within the platform when in the basket. This includes when lowering and moving the equipment to another location.
- Be mindful of weather conditions, primarily wind, which may create an unstable work platform when elevated.
- Implement a fall protection plan that:
 - Provides procedures to assemble, maintain, inspect, use and disassemble the fall arrest system.
 - Includes procedures to rescue workers if they have fallen and are suspended by the fall arrest system and unable to self-rescue.
 - Except in a case of an emergency, ground controls shall not be operated on an occupied lift when a worker is elevated. The lift occupant shall be in full control of the lift at all times.

Visit our website wcb.pe.ca for more information and additional resources.

Appendix A – Sample Occupational Health and Safety Policy

This Occupational Health and Safety Policy will apply to _____ at all locations.
(Name of Firm)

POLICY

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety – as developed in cooperation with the Joint Health and Safety Committee, representative or workers.

As the employer, _____ is responsible for the health and safety of its workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____, I give you my personal promise to take all responsible precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work procedures/practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment, facility and the vessel.

_____ through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation will also be extended to others like contractors, owners, OHS officers, etc.

The workers of _____ will be required to support this organization's health and safety initiative and to cooperate with the Joint Occupational Health and Safety Committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, incident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by _____.

_____ will, where possible, eliminate hazards and thus the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the worker's duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed: _____ Date: _____

Title: _____

Appendix B – Sample Workplace Harassment Policy

Purpose

The purpose of this policy is to prevent and investigate harassment in the workplace. The policy applies to the employer and all employees of **[insert name of the farm business]**.

Definition of Harassment

Harassment is any single or repeated occurrence of inappropriate conducts, comment, display, action or gesture or incident of bullying that the person knows or ought reasonably to know could have harmful effect on the employee's psychological or physical health and safety.

Harassment includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to, sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Rights and Responsibilities

[Insert name of the farm business] recognizes that everyone has the right to work free of harassment. No employee will be subjected to reprimand, reprisal or discrimination for reporting a harassment complaint in good faith.

This policy is not intended to discourage, prevent or preclude a complainant from exercising their legal rights under any other law or filing a complaint un the PEI *Human Rights Act*.

Everyone at **[insert name of the farm business]** - including the employer, supervisors and employees are responsible to:

- Maintain a respectful and harassment-free workplace.
- Report all incidents of workplace harassment and keep a record of the details of the incident to assist with the investigation.
- Cooperate in the investigation of a workplace harassment complaint as required.
- Understand and follow the workplace harassment policy.

In addition to the rights and responsibilities of all employees, employers and supervisors have additional responsibilities.

As the employer, [insert name of the farm business], is responsible to:

- Take all reasonable measures to ensure that no employee is subjected to harassment in the workplace.
- In consultation with the Joint Occupational Health and Safety Committee or Safety Representative, develop and implement a written harassment prevention policy.
- Ensure the policy is readily available to all employees.
- Train supervisors on how to recognize and address workplace harassment.
- Have a process for reporting and investigating workplace harassment.
- Ensure the source of harassment is identified and the harassment is stopped.
- Take corrective actions any employee who subjects another to workplace harassment.
- Take all reasonable steps to remedy the effects of harassment and prevent or minimize future incidents.

All [insert name of the farm business] supervisors are responsible to:

- Ensure all employees are trained on the workplace harassment prevention policy.
- Treat all reports of workplace harassment seriously and respond promptly.
- Address any behaviours that may lead to a workplace harassment complaint.

Complaints of Workplace Harassment

Information resolution

If an employee feels they have been subject to workplace harassment, there may be informal ways to resolve the issue, such as asking the person to stop the behavior, or getting assistance from a supervisor. The supervisor may speak to the harasser and may also arrange for mediation, to help the people involved reach an acceptable solution.

Formal complaint process

If an employee is unable to resolve the matter by dealing directly with the person or is uncomfortable approaching the person, the employee must notify their supervisor or another member of management immediately to file a formal complaint. If the employer or supervisor is the source of harassment, then the employee can contact **[insert name of an impartial person other than the employer or supervisor]**.

A complaint form is available **[insert location of the the form]** and must be completed to initiate the formal process.

Investigation into Workplace Harassment

The company will investigate all reports of workplace harassment.

- Once a complaint is received, the company will immediately start an investigation.
- The complaint will be investigated thoroughly and promptly by an impartial party, either internal or external, trained to investigate such matters.
- The investigator will review any related documentation and interview the complainant, the alleged harasser, and witnesses, if applicable.
- When the investigation is complete, the investigator will provide a written report for management.
- If it is determined that workplace harassment occurred, the harasser will be subject to corrective action.
- The company will communicate the findings, including any corrective action taken, to the complainant and the accused harasser in writing following the completion of the investigation report.

Confidentiality

All complaints must be kept confidential. Information about the people involved and the circumstances of the complaint can only be disclosed to the extent required to report the harassment, conduct the investigation, take corrective action, or when permitted by law.

Policy Review

The policy will be reviewed in consultation with the Joint Occupational Health and Safety Committee or Safety Representative every **[insert number of years]** or as required to ensure it is up to date.

Appendix C – Occupational Health and Safety Workplace Inspection Checklist

Date of inspection:	
Inspected by:	
Use column to check ✓	Items to be reviewed
	A current Occupational Health and Safety Policy (if farm has more than 5 workers)
	Name and contact information of Safety Representative (if farm has 5-19 workers) or Safety Committee Members (if the farm has more than 20 workers)
	<p>A Safety Program (if the farm has over 20 workers)</p> <ul style="list-style-type: none"> • Training/orientation records • Safe Work Procedures • Rules of Procedure for the Safety Committee • Most Recent Safety Committee Meeting Minutes • Hazard Identification system – Workplace Inspections • Recent Hazardous Occurrence Investigation reports • Review of Effectiveness of Program with Safety Committee
	A Workplace Harassment Policy—applicable to all farms
	Hearing Conservation Program—if there is noise exposure on the farm
	Respiratory Protection Program—if harmful airborne contaminants are present on the farm
	<p>First Aid Program—applicable to all farms</p> <ul style="list-style-type: none"> • First Aid assessment completed to identify training requirement • First Aid training certificates current • First Aid kits complete and available
	Violence in the Workplace Plan—if there is a potential of violence at the farm
	<p>Working Alone Plan— if there is potential that a worker works alone</p> <p>Youth under the age of 16 must always be supervised as per <i>Youth Employment Act</i>.</p>
	<p>Fall Protection Program—if workers work above 3m</p> <ul style="list-style-type: none"> • Fall Protection training records – confirmation of competency • Fall Protection Plan template • Fall Protection Training Material
	<p>Toxic substances information and WHMIS</p> <ul style="list-style-type: none"> • Education records—copies of course certificates • Training records—confirmation that chemical SDS's and labels were reviewed • Comprehension evaluations—practical demonstration • Annual review by employer of education and training • Safety Data Sheets – current and available • Labels are legible
	<p>Equipment and Machinery Maintenance Program</p> <ul style="list-style-type: none"> • Safety features or devices present • Manufactured specifications available • Records of maintenance

Appendix D – Reporting Serious Injuries and Explosions Poster

This poster can be downloaded and printed from the QR code below or from our website wcb.pe.ca



Scan me

REPORTING SERIOUS INJURIES AND EXPLOSIONS

Call the 24/7 OHS line at 902-628-7513

You are **required** to **immediately** report a serious injury or explosion to the WCB's Occupational Health and Safety Division

What is a serious injury?

A serious injury can include any of the following:

- Unconsciousness
- A fracture
- Loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand or foot
- A burn to a major portion of the body
- Loss of sight in an eye
- A fatality



What if an explosion happened?

If an accidental explosion occurs in a workplace, the employer **MUST** notify the WCB's Occupational Health and Safety Division, **regardless of whether anyone is injured.**

What about the scene of the accident?

You must **NOT** disturb the scene of an accident where a serious injury occurred, **EXCEPT** to:

- Attend to persons injured or killed
- Prevent further injuries
- Protect property that is endangered as a result of the accident

In the above situations, the scene of the accident must be preserved until directed by an Occupational Health and Safety Officer.

What information do I need to provide?

When reporting a serious injury, the following information should be provided:

- The nature of the accident and the injury
- The date, time and location of the accident
- The name of the employer
- The name of each person involved in the accident



To report a serious workplace injury, call the 24/7 Occupational Health and Safety Emergency Line at 902-628-7513

March 2023

