

Effectively Training and Orienting YOUR WORKERS



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Great and increasing emphasis is being placed on determining that a worker or an employee has been trained, by you. Trained in the tasks and duties that you are asking of them. Training and orientation is key to helping them stay safe on the job — and preventing life-changing and costly work-related injuries. AgSafe can help.

Among one of the greatest challenges is to ensure that all workers receive adequate instruction and training and that you deem them “competent” to do the task or perform the activity you have set before them.

SAFETY ORIENTATION AND THE BASICS

The workplace regulations that apply to matters of orientation and training are clear. Whenever you hire new workers, it’s important that you incorporate safety into their orientation to the worksite before they start working. Not only will this help them understand how to do their jobs safely, it will let them know that you take safety seriously.

Using a checklist can help make the orientation easier and more thorough. Plus, you can keep the checklist on file as a record of employee training — another one of your requirements.

While there are many orientation topics you can and may need to cover, **three that must be included in every orientation are described briefly as:**

1. Rights and responsibilities: Everyone has a right to a safe workplace — and everyone has a role to play in keeping it safe. It’s important that new workers understand what their rights and responsibilities are, as well as the rights and responsibilities of supervisors and employers.
2. Workplace hazards: Workers need to be aware of hazards so they can let their supervisor or employer know if there are unsafe conditions that need to be fixed. It’s important that you identify all hazards to workers — even if they seem obvious. Also, explain what systems or measures you’ve put in place to minimize the hazard.
3. Safe work procedures: There are probably tasks in your workplace that require

specific safe work procedures — for example, working alone or in isolation or locking out machinery. Workers must be trained in these step-by-step safe work procedures. Don’t just tell them the steps or have them read the instructions; make sure to verify that they truly understand how to do the task safely.

TRAIN WORKERS FOR THEIR SPECIFIC TASKS

Before they start a job, your workers must have supervised, hands-on training in the tasks they’ll perform. Specifically, you need to ensure workers are trained in how to do the following:

- Perform tasks safely
- Operate machines and equipment safely
- Use and maintain any required personal protective equipment
- Follow safe work procedures

When training new workers, here’s a general procedure you can follow:

- Provide an overview of each task, including if there are any safety precautions and safe work procedures.
- Demonstrate and describe the task, going through the steps slowly.
- Observe the worker on the job and check his or her progress.

Provide supervision and ongoing training

The most important part of training is following up. Make a point to regularly observe your workers to check that they’re still following safe work procedures. Conduct informal discussions or crew talks with workers to talk about specific health and safety issues. Encourage workers to provide feedback.

Training records

You’re responsible for maintaining records of the education, training, and supervision for each worker. AgSafe can help by providing, or

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creating with you, checklists that will help you with your orientation and training, as well as serve as documentation of training that has taken place.

Supervisor training

There may be workers in your organization that are actually supervising their co-workers, even though they may not be called a supervisor. Before you ask any workers to take on supervisory tasks, you need to ensure they have been trained on and understand the supervisor's responsibilities for health and safety.

AgSafe, (formerly FARSHA), is positioned, willing and available to assist you in all matters related to health and safety. It is our desire to help you meet the identified regulatory realities that apply to ranching. We can help you meet the issues head on and arrive at solutions. See you at the AGM in Kamloops! Take a minute to find the AgSafe booth, let's talk and see what we can do to help you. This stuff is not going away. Let us help you find solutions that blend with how you are doing business and integrating the required health and safety issues into what you already do and how you do it.

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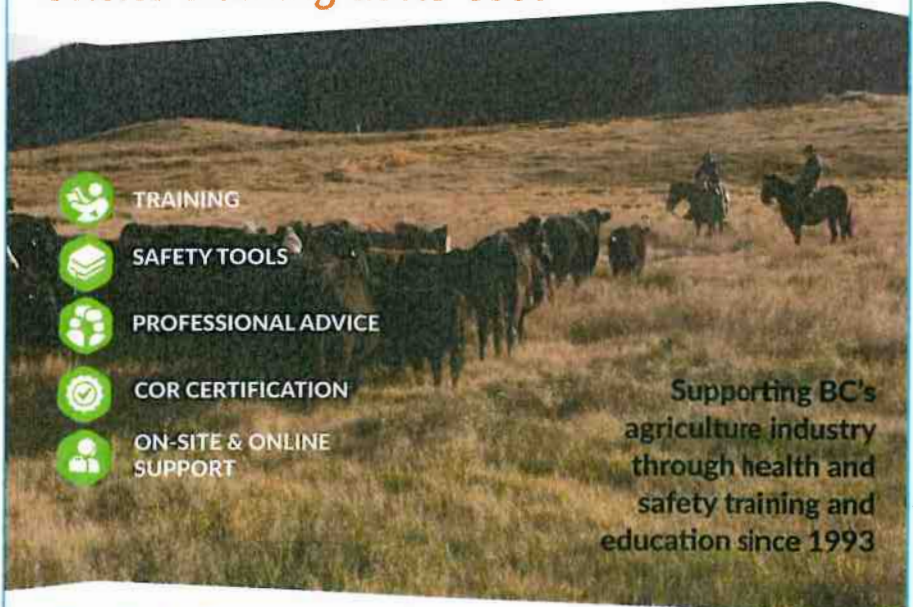


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