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| --- | --- |
| **Position:**  Manager | **Name:** |
| **Daily:** | * Ensure supervisors supervise and are noting same
* Ensure that all on site contractors have been oriented and are WSBC coverage is up to date
 |
| **Weekly:** | * Ensure that any identified safety issue has been or is being corrected
 |
| **Monthly:** | * Ensure pre-shift inspections are being done
* Review first aid logs, incidents and injuries reported. Address any safety issue or matter during a monthly meeting
* Confirm new workers or returning workers have been oriented
* Identify training needs and arrange for training
 |
| **Quarterly/ Seasonally:** | * Ensure inspections have been completed
 | **Annually:** | * Review of the health and safety program
* Conduct training and review of emergency procedures
 |
| **Position:**  Supervisor - Cow Boss, Farm Boss, Charge hand/lead hand/foreman/… | **Name:** |
| **Daily:** | * Ensure pre-shift inspections are being done on applicable mobile equipment
* Immediately stop unsafe work
* Conduct pre-job reviews of safe work practices for high-risk activity or work that has not been performed regularly or recently
* Ensure that all on site contractors have been oriented and WSBC coverage is up to date
* Ensure work alone policy adhered to and record of same is kept
* Make notes of thing like but not limited to:
	+ Ongoing continuous contact if that is part of your work alone protection
	+ Good or bad safety behaviour observed, and action taken
	+ Tailgate or impromptu instruction or talks conducted or observed
	+ Observed site or activity hazard and any items needing correction or attention
	+ Direction given to a worker
 |
| **Weekly:** | * Ensure tail gate meetings are conducted and noted
* Ensure new hires and returning workers have been oriented
 | **Monthly:** | * Attend monthly meeting and bring any safety concerns or resolve of safety concerns to the meeting
 |
| **Quarterly/ Seasonally:** | * Conduct or delegate inspections, confirm they have been done and attend to items requiring attention
 | **Annually:** | * Assist in annual review
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| **Position:**  Worker | **Name:** |
| **Daily:** | * Do pre-shift inspections where required
* Adhere to safe work practices
* If in doubt don’t!
* Seek instruction if you are uncertain of how to safely do a task
* Adhere to work alone policy
* Wear all required PPE
* Report all unsafe conditions
 |
| **Weekly:** |  | **Monthly:** |  |
| **Quarterly/ Seasonally:** |  | **Annually:** |  |
| **Position:**  Contractor | **Name:** |
| **Daily:** | * Ensure clearance is current-provide letter
* Orientation is completed for the site you are at
* Adhere to all site safe work practices
* Identify any unsafe physical hazard or worker conduct
 |
| **Weekly:** |  | **Monthly:** |  |
| **Quarterly/ Seasonally:** |  | **Annually:** |  |