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| **Ranch/Farm Name:**  |
| **Date:** | **AgSafe Consultant:** |
| **Phone Number:**  | **Email:** |
| **Actionable Item** | **Date Assigned** | **Complete By** | **Date Completed** | **Person Responsible** |
| **Written safety policy which identifies the employer’s goals and the responsibilities of all personnel:*** Policy statement
* Communication policy
* Policy re: Regulastions & access to them
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| **Safety instruction for hazardous tasks:*** Safe work practices developed & written
* Safe work practices communicated
* Risk assessments done for all tasks
 |  |  |  |  |
| **Emergency procedures developed, and workers trained:*** Emergency call sheet
* Emergency procedures training communication document
* Emergency response plan
* Notes from emergency drill
 |  |  |  |  |
| **First aid services & record keeping:*** First aid assessment done for all sites
* First aid information signage
* First aid logbooks
 |  |  |  |  |
| **Worker training & education in specific tasks, hazards and practices:*** Formal orientation and training procedures outline
* Health & safety disciplinary policy created & communicated
* Informal orientation and training procedures outline
* Required training listed and identified/ communicated
* Record of training (creation of form)
* Training communication policy created and posted
* Worker orientation checklist created and used
* Tailgate or tool box talks occurring and recorded
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| --- | --- | --- | --- | --- |
| **Actionable Item** | **Date Assigned** | **Needs to be Completed by** | **Complete** | **Person Responsible** |
| **Orientation:*** Work tasks
* Emergency Procedures
* Contractors
 |  |  |  |  |
| **Worker Certification:*** Certificates where required
 |  |  |  |  |
| **Hazard Identification:*** Hazards known, listed and identified to workers
 |  |  |  |  |
| **Hazard Controls:*** Controls implemented and communicated
 |  |  |  |  |
| **Personal Protective Equipment:*** Program in place
* Items required provided and training for use in place
 |  |  |  |  |
| **Inspections:*** Inspections occurring and documented
* Training in place for inspection team
* Unsafe conditions noted and corrected
 |  |  |  |  |
| **Investigations:*** Incidents and accidents investigated promptly
* Training for investigators
 |  |  |  |  |
| **Administration:*** Records & statistics are kept for all incidents & accidents
* Staff are aware of the health & safety program & how to bring concerns to the appropriate people
 |  |  |  |  |
| **Action planning:*** Action plan to form utilized and ongoing plans for improvement documented
 |  |  |  |  |