

MONTANA AGRICULTURE SAFETY MANUAL

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This document represents information regarding safety activities and hiring practices and is not intended to meet the requirements for all situations. Montana State Fund cannot guarantee that this information will address all conditions that may be present in your workplace nor do we guarantee that you are operating in compliance with local, state or federal laws, rules or regulations.

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IMPORTANCE OF MONTANA AGRICULTURE SAFETY

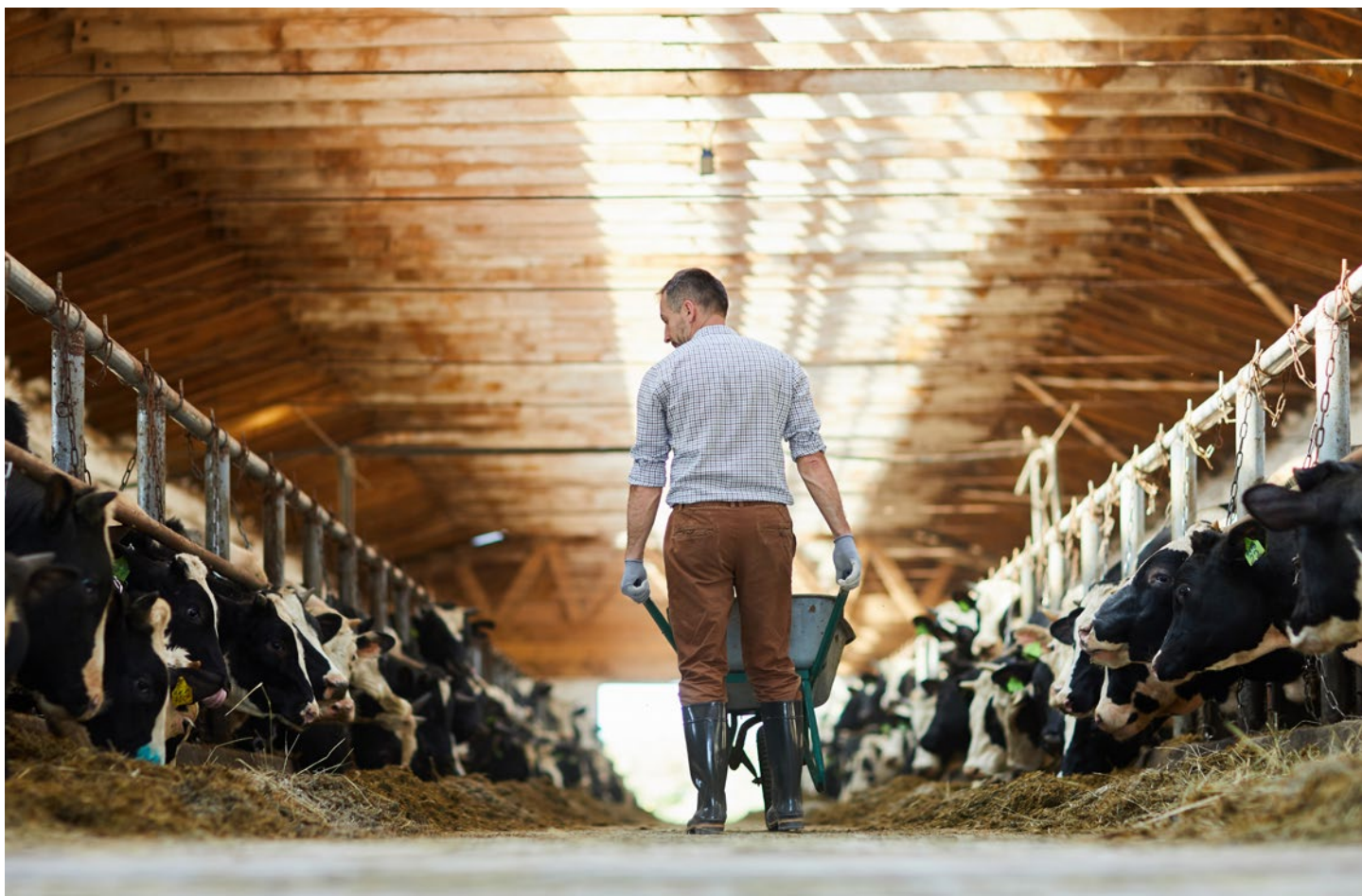


According to the National Safety Council, agriculture is one of the most hazardous industries in the nation. As an agricultural producer in Montana, you experience many continuously changing hazards in the course of your workday. This puts many of you and your employees at risk for accidents and injuries.

Improving Montana's farm and ranch safety culture is an essential element for maintaining a healthy agricultural system and controlling workers' compensation costs. This manual outlines the basic components of how you can establish and incorporate safety programs into your business operations. At Montana State Fund, we are committed to providing our state's agricultural producers with the best safety services and information available. The following pages contain important, lifesaving information that can make a difference to you and your employees. Accidents don't have to happen. We encourage you to read this manual thoroughly and think about improvements you can make in your own operation.

Remember, a safe working environment on your farm or ranch begins with you. If you don't take it seriously, who will?





Hiring the right employee for an agricultural-related job is a difficult task and should not be taken lightly. Your hiring decisions and safety training practices can have a major impact on reducing injuries. The following guidelines should be used as a reference to help you in the hiring and training process:

- Only hire those able to do the job.
- Never permit an employee to operate a machine until that person has been thoroughly trained and demonstrates that he/she understands the job and knows the safety procedures involved.
- Check frequently to make certain that employees have not developed bad operating habits, unsafe practices and/or shortcuts.
- Continue to train your employees to improve performance. The time spent in training will result in more work performed in a safer manner.
- Snakebites, spider bites, bee stings and other such incidents may be deadly for some workers. Ask all new employees (and existing, if you haven't already) if they have known allergies. Make sure appropriate precautions are taken and all employees know how to respond if a situation should arise.

CONSIDERATIONS FOR YOUNG WORKERS

We already know that young workers are at a higher risk for work related injuries, but even more so while working a high-risk job such as agriculture. Transportation incidents are the most common fatal event, with tractors and ATV's as the primary vehicle sources. The National Institute for Occupational Safety and Health (NIOSH) has many useful resources for youth in agriculture. We also have many resources specific to young workers on our safety-focused website safemt.com/safety-topics/young-workers/

Inexperience combined with exuberance and feelings of invincibility increase the chance that a young worker will be injured on the job. It's important to design a hands-on training for adolescents for the tasks and jobs they are going to perform.

What to Train

- Doing the job safely
- Recognizing hazards
- Taking precautions
- Proper use of PPE
- What to do if a problem arises
- Guidelines to follow in case of an emergency
- How to report an injury

When to Train

- When the youth is first hired
- When given a new task
- When a new hazard is introduced into the workplace
- After an incident
- Periodic review every month for the first six to eight months

The age of the young worker typically determines how many hours in a day or week, and what shift he/she may work. Additionally, the U.S. Department of Labor has found that certain jobs are just too hazardous for anyone less than 16 years of age to perform. Below are the current hour restrictions on agricultural employees. These restrictions are the same for all youth, including migrant and local resident children.

- Youth **12** or **13** years of age can only work in agriculture on a farm if a parent has given written permission, or a parent is working on the same farm. The work can only be performed during hours when school is not in session and only in non-hazardous jobs.
- Youth **14** or **15** years old can work in agriculture, on any farm, but only during hours when school is not in session and only in non-hazardous jobs.
- Youth ages **16** and above may work in any farm job at any time. When working with youth 16 and older, extreme caution should be taken while considering which positions and equipment would be appropriate.
- Youth of any age may work at any time in any job on a farm owned or operated by their parents.

HAZARDOUS OCCUPATIONS FOR YOUNG WORKERS



The U.S. Department of Labor has found that the following agricultural occupations are hazardous for youth less than 16 years of age. No one under 16 years of age may be employed at any time in any of these hazardous occupations in agriculture (HO/A) unless specifically exempt. Exemptions may apply to item numbers 1-5 under limited circumstances. Please contact the Montana Department of Labor for exemption information.

1. Operating a tractor of over 20 power take-off (PTO) horsepower or connecting or disconnecting an implement or any of its parts to or from such a tractor.
2. Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with the operation) any of the following machines:
 - corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, mobile pea viner;
 - feed grinder, crop dryer, forage blower, auger conveyer, or the unloading mechanism of a nongravity-type self-unloading wagon or trailer; or
 - power post hole diggers, power post driver, or nonwalking type rotary tiller.

3. Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines:
 - trencher or earthmoving equipment;
 - forklift;
 - potato combine; or
 - power-driven circular, band, or chain saw.
4. Working on a farm in a yard, pen or stall occupied by a:
 - bull, boar, or stud horse maintained for breeding purposes;
 - a sow with suckling pigs, or a cow with a newborn calf (with umbilical cord present).
5. Felling, bucking, skidding, loading, or unloading timber with butt diameter of more than 6 inches.
6. Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 20 feet.
7. Driving a bus, truck, or automobile when transporting passengers or riding on a tractor as a passenger or helper.
8. Working inside:
 - a fruit, forage, or grain storage designed to retain an oxygen deficient or toxic atmosphere;
 - an upright silo within 2 weeks after silage has been added or when a top unloading device is in operating position;
 - a manure pit; or
 - a horizontal silo while operating a tractor for packing purposes.
9. Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word "poison," or "warning," or are identified by a "skull and crossbones" on the label.
10. Handling or using a blasting agent, including but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps, and primer cord.
11. Transporting, transferring, or applying anhydrous ammonia.

It is important to be safety conscious when dealing with any job that requires the use of machinery. Statistics show that the majority of machinery-related accidents occur as a result of human negligence. Operating farm machinery is serious business and should be treated as such. To avoid any type of machinery-related injury, strict safety practices must be employed.

General safety suggestions include:

- Read and follow the manufacturers' instructions for operation.
- Don't remove or modify safety features.
- Ensure that everyone working on the farm is thoroughly familiar with operation procedures and safety requirements for any machinery they use.
- If needed, replace and fit guards to cover the moving parts of machinery – for example, a PTO guard.
- Make sure that tractors are correctly ballasted or weighted for particular jobs.
- Never jump off a machine; climb down instead. We always recommend that a 3-point contact be maintained when entering or exiting from a tractor, truck, or trailer unit.
- Never carry passengers unless the machine is designed to do so.
- Fit falling object protection structures (FOPS) on front-end loaders.
- Keep a well-stocked, up to date first aid kit in an accessible area.
- Always wear appropriate protective and visible clothing.
- Supervising inexperienced workers at all times.
- Make sure your workers are thoroughly trained in equipment operation and safety.
- Keep all equipment in good repair.
- Warn workers of potential hazards and insist they undertake training and use equipment safely.
- Only allow a worker to perform a task when you are confident, they can handle it.
- Keep visitors and children well away from operating machinery and warn them of potential hazards.
- Use a seat belt if operating Rollover Protective Structures (ROPS) equipped machinery. The belt is to hold you within the safety zone of your ROPS frame or ROPS enclosure if an accident occurs.
- Always shut down machinery when fueling, only fuel from a properly grounded and bonded fueling apparatus, and only use an approved container.
- Use a checklist weekly (or more often if recommended by the manufacturer) to check condition of machinery before operating. A preventative maintenance program should be established and followed.

KEEPING SAFE WITH LOCKOUT / TAGOUT

A simple lockout / tagout program can save an unexpected injury. The lockout / tagout (Control of Hazardous Energy) program covers any work, servicing or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment or the release of stored energy could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal or springs under tension. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used.

The procedure does not apply to cord-and-plug-connected equipment if the plug is unplugged and controlled by the employee performing the maintenance. Normal production operations are not covered unless a guard / safety device is removed or the employee is exposed to a point-of-operation hazard.



TO REMOVE ENERGY

- Notify all affected employees.
- Shut down using normal stopping procedures.
- Isolate from all energy sources.
- Lockout (or tagout) from energy sources.
- Release or restrain stored / residual energy.
- Verify isolation.



TO RESTORE ENERGY

- Check the machine: remove nonessential items, confirm components operationally intact and guards installed.
- Affected employees notified and clear.
- Verify controls are in neutral position.
- Remove lockout and reenergize. Except in emergencies, only the person who attached the lockout device may remove it.

General Lockout / Tagout Information

The employer's lockout / tagout procedures should include employee training and periodic inspections.

- Written lockout / tagout procedures for controlling hazardous energy should be developed and used. These procedures must clearly outline the scope, purpose, authorization, rules and techniques to be utilized for the lockout/tagout procedure.
- Employees should be trained to ensure they understand the purpose and function of the program, that they can recognize applicable lockout / tagout situations, and that they have acquired the knowledge and skills required for applying, using and removing the lock(s) and tag(s).
- The employer should conduct at least an annual inspection of each specific lockout / tagout procedure to ensure that the procedure and the requirements of the standard are being met.
- Lockout / tagout devices will be singularly identified, used only for this purpose and will be durable, standardized, substantial, and identify the employee applying the lockout.

WHEEL & TRACK-TYPE TRACTOR SAFETY

Tractors are invaluable farm and ranch tools, but they are also a major source of farm injuries. In practically every instance, the accidents are the result of failure to follow appropriate operating rules and manufacturer guidelines. The following suggestions can apply to every agricultural operation involving tractors:



- Inspect brakes, steering, tires, and lights daily and repair as needed.
- Shut off engine before fueling the tractor, regardless of fuel being used.
- Shut down engine and set brakes when making any adjustments, when hitching tools or when tractor is left unattended.
- Avoid tight radius turns that could permit implements to “climb up” the tires. Apply brakes slowly to avoid overturns.
- Always use hitch provided; never hitch to axle housing. Hitch low to reduce possibility of overturns.
- Start slowly to avoid overturns. Operate at moderate speeds, when in doubt, slow down.
- Use extra care when turning on a slope, side hill, or rough, uneven ground. Tractors have a high center of gravity and overturn easily. Since wheel tractors are light on the front end, it is best to go up a steep hill backward to prevent a rear overturn.
- Slow down before turning. This is particularly true at turn rows close to an irrigation ditch.
- Tractors should be provided with factory-developed rollover guards and seat belts.
- Always be seated when operating a tractor. Never stand.
- Never permit riders on either the tractor or towed equipment unless it is designed for passengers.
- Never mount or dismount a tractor while it is in motion.
- Devise safety procedures that everyone on your farm must follow, such as only starting the tractor when sitting in the driver’s seat and turning the tractor engine off before leaving the driver’s seat.
- Install ROPS and seatbelts on all tractors.
- If using a front-end loader, install FOPS.
- Don’t allow anyone to stand near the tractor when it’s being started.
- Don’t operate your tractor close to dams, pipes, drains or powerlines, on steep slopes or near other potential hazards.
- Remember that tractors have a high center of gravity and are more likely to tip when riding over hilly ground.
- Don’t carry passengers.
- Make sure that steps and control pedals are non-slip and kept clean

SAFELY WORKING WITH POWER TAKE-OFF SHAFTS

Power take-off or PTO shafts are extremely hazardous! While needed to transfer power from a tractor to the implement or machine connected behind it, PTOs can cause serious injury and death when body parts get caught and pulled in.

PTO PRIMARY SAFETY POINTS:

- All moving machinery parts should be guarded.
- The master shield should be in place and secured with a retaining pin and PTO guard installed.
- Anchor the shaft guard to stop it from rotating.
- Enclose the joints with a guard.
- Keep shields in place when using the tractor.
- Always make sure all guards and shields are reattached if removed during maintenance.
- Ensure you have solid and stable footing when working near PTOs.
- Never step over a shaft – walk around if you need to get to the other side.
- Remove jewelry and watches.
- Long hair should be restrained – either placed under a hat or high on the head.
- Avoid loose clothing that could be caught by the shaft. This is especially true of long-sleeve shirts with the wrists unbuttoned.
- Have your mind on the task when working near PTOs – this means no texting or horseplay.
- Children and PTOs are not compatible – keep them away.



GUIDELINES FOR SHOP SAFETY

The best way to prevent shop-related injuries is in the planning and design stage of a shop. However, if you cannot build a new shop with all the “best” design features, the following guidelines should be considered:



LIGHTING

- Ensure good natural lighting.
- Provide sufficient overhead lighting to illuminate the general working and walking areas.
- Consider appropriate task lighting needs and safeguards.



VENTILATION

- Always allow for adequate ventilation considerations associated with operations such as welding, running engines, chemical usage/storage, fuels, and fume/mist/vapor generations.



HEATING & COOLING

- Select the appropriate type of heating/cooling system for your work environment.
- Place units where they are efficient, but not likely to be near other equipment or flammables/combustibles.
- Make sure equipment is safely installed to manufacturer's requirements.
- Ensure that there is an appropriate air supply to remove exhaust and supply adequate oxygen.
- Make certain that safety devices that automatically turn off units are provided and used where appropriate.
- Check that an emergency shut-off is installed, visible and easy to access.



TOOLS

- Supply and maintain the proper tools and safety devices such as hand tools, welders, hoists/jack stands, wheeled carts, power tools and spill-cleanup supplies.
- Replace any damaged or misshapen tools.



EMERGENCY SITUATIONS

- Provide and train personnel on the use of fire extinguishers.
- Make sure that emergency contact numbers are posted and easily accessible.
- Maintain an adequately supplied first aid kit.



WIRING

- Assure that the power supply is adequate for the work to be performed. Overloading circuits is ill advised and dangerous.
- Supply enough outlets so extension cords are not needed.
- Hard wire fixed equipment.
- Use explosive-proof wiring and accessories where an explosion can occur.



LOCATION

- Make convenient for moving equipment in and out of the shop area without overly exposing personnel not associated with shop activities.
- Place close to part storage (if not a part of the shop).
- Provide drainage that doesn't pollute the environment and maintains a dry work area.
- Ensure that floor and exterior apron provide a solid foundation for the work provided.



GENERAL SHOP SAFETY GUIDELINES

- Do not wear gloves around powered equipment if the gloves can be caught in moving parts.
- Confine long hair in a net or hat to prevent entanglement in machinery.
- Never operate any shop machine without proper instruction. Never operate a machine without proper guards in place.
- Keep floor and bench areas clean and dry. Avoid working on oily or wet floor areas.
- Guard against electrical shock. Keep cords and tools clean and serviceable.
- Replace damaged ground tips on plugs. Install ground wires on ungrounded electrically powered tools.
- When welding, never look at an electric arc without using a welding helmet. Helpers should wear welding goggles. Wear proper eye protection when welding or burning with acetylene.
- Bench grinders should keep tool rest adjusted within 1/8 inch of surface of wheel. Keep stones dressed square. Always use eye protection.
- Support raised machines, equipment, or vehicles on sturdy blocks. Do not depend on jacks.
- Flammable liquids should be stored in a flammable-liquid cabinet or proper outdoor storage area.
- Return all tools to their proper storage area.
- Oily rags should be stored in a metal container with a tight-fitting lid.
- A clearly marked and easily accessible ABC-Type fire extinguisher should be mounted in the shop.
- If using an extension cord, make sure to use the correct type and do not daisy chain extension cords together. Do not use a damaged or frayed cord – replace it.



- Cover all but the load box or chute on augers, whether stationary or portable. Guard all chains, belts, and shafts on auger power supply.
- Ventilate silos thoroughly before entering and use a lifeline.
- Maintain vertical face when unloading a pit silo to prevent collapse.
- When working in bins/bunkers/hoppers, use safety belts and lifelines attended by a helper at all times.
- The supply and discharge of materials must be stopped whenever anyone enters the storage area.
- Never use hands or feet to move grain or hay in a grinder or mill, regardless of whether it is fixed or portable equipment. Instead, use a stick or pole.
- If a jam occurs that cannot be cleared with a push stick, bring the machine to a zero mechanical state before attempting to clear it. OSHA requires a lock-out/tag-out program and specific training to be provided for businesses that have powered equipment.
- Padlock disconnect switches for electrically operated machinery in the “off” position until repairs have been completed and guards reinstalled. When workers must enter storage areas, they should stay above the material at all times and should never stand on top
 - of stored material.
- Install/maintain proper guardrails on all overhead catwalks/runways around feed mills/ storage facilities.
- Caged ladders are required on elevated structures more than 20 feet tall.
- Don’t carry tools/equipment by hand when climbing/descending ladders. Instead, use a rope to raise/ lower objects.
- Safety signs should be posted to warn workers of the hazards of working with stored grains/ loose materials.

Grain handling is a hazardous industry where workers can be exposed to numerous dangers, many life threatening. Hazards include fires and explosions from grain dust accumulation, suffocation from engulfment and entrapment in grain bins, falls from heights, and crushing injuries and amputations from grain handling equipment.

- Suffocation is a leading cause of death in grain storage bins. Suffocation can occur when a worker becomes engulfed (buried) by grain as they walk on or attempt to clear grain built up on the inside of a bin.
- Grain dust explosions are often severe, involving loss of life and substantial property damage. Grain dust is the main source of fuel for explosions in grain handling. It is highly combustible and can burn or explode if enough becomes airborne or accumulates on a surface and finds an ignition source (such as a hot bearing, overheated motor, misaligned conveyor belt, and/or nearby welding, cutting or brazing).
- Falls from height can occur from many walking / working surfaces throughout any grain handling facility. Examples include structures, roofs, unguarded holes, wall and floor openings, ladders and platforms. Falls can also occur as workers move between the vertical exterior ladders on grain bins and the bin roof or bin entrance.
- Mechanical equipment within grain storage structures, such as augers and conveyors, can create serious entanglement and amputation hazards. Workers can easily get their limbs and clothing caught in nonguarded moving parts of the mechanical equipment.
- Storage structures can develop hazardous atmospheres from gases given off from spoiling grain or fumigation. Workers may be exposed to unhealthy levels of airborne contaminants, including molds, chemical fumigants (toxic chemicals), and gases associated with decaying and fermenting silage.

Preventing Dust Explosions and Fires

- Develop and implement a written housekeeping program instructing how to reduce dust accumulations on ledges, floors, equipment and other exposed surfaces. Dust accumulations in housekeeping areas should not exceed 1/8 inch.
- Implement a preventative maintenance program with regularly scheduled inspections for mechanical and safety control equipment, which may include heat-producing equipment such as motors, bearings and belts.
- Minimize ignition sources through controlling hot work (electric or gas welding, cutting, brazing or similar flame-producing operations).
- Ensure wiring and electrical equipment suitable for hazardous locations are installed and inspected.
- Properly identify locations for dust collection systems to minimize explosion hazards.



Safety Precautions if You Must Enter a Bin

Whenever possible, don't enter a grain bin – but if you must enter the bin you should:

- From the outside of the bin use a long pole to break up crusted grain. When using a pole, check to see that it won't come in contact with electric lines.
- Wear a harness attached to a properly secured rope and anchor point.
- Stay near the outer wall of the bin when wearing a harness attached to a properly secured rope and anchor point. Keep walking if the grain should start to flow. Get to the bin ladder as quickly as possible if available.
- Where possible, ladders should be installed inside grain bins for an emergency exit. Ladders are easier to locate inside a dusty bin if there are brightly painted stripes just above or behind the ladder.
- Have another person, preferably two people, outside the bin who can help if you become entrapped. These people should be trained in rescue procedures and should know and follow safety procedures for entering the confined space.
- Grain dust may cause difficulty in breathing. Anyone working in a grain bin, especially for the purpose of cleaning the bin, should wear an appropriate dust filter or respirator.
- Stay out of grain bins, wagons and grain trucks when unloading equipment is running.
- If it is necessary to enter the bin, before entering shut off the power to augers and fans. A good practice is to lockout any unloading equipment before you enter a bin to prevent someone from unintentionally starting the equipment while you are in the bin.
- Children should not be allowed to play in or around grain bins, wagons or truck beds.
- Prohibit anyone from walking down grain and similar practices where an employee walks on grain to make it flow.
- Train all workers on the specific hazardous work operations they perform when entering and working inside grain bins.
- Before entering a bin or silo, sample the air for the presence of combustible and toxic gases to determine if there is sufficient oxygen. Vent hazardous atmospheres to ensure that combustible and toxic gas levels are reduced to nonhazardous levels, and that sufficient oxygen levels are maintained.
- Before entering a grain bin or silo do a safety check to confirm the above precautions are in place.



The majority of the time, human error is to blame for accidents with livestock – a lapse in judgment, inexperience or unpreparedness. Handlers can get in a hurry or attempt jobs that may require more than one person. Below are some ways to help prevent those incidents.

Animal Behavior

Livestock are creatures of habit and prefer a routine (i.e., making feeding and milking times the same each day). Livestock also prefer being around other livestock. They can become frightened or agitated when separated from the rest of the group. When in large groups, livestock will often follow the leader, which can be beneficial when moving them from place to place.

Be Patient

Probably one of the most important, and sometimes challenging, virtues when it comes to handling livestock is patience. When an animal refuses to cooperate, yelling and poking and prodding at the animal will only make the animal more nervous or agitated.

Use slow but deliberate movements around livestock; don't be afraid, but don't underestimate an animal; and avoid loud noises. Animals draw upon past experiences and treatment when reacting to a situation or a person.

Facilities

Many injuries related to livestock around the farm can be resolved by considering facilities. For better traction, use concrete flooring with a rough finish and use grooved walkways in high-traffic areas. Also, make sure there is proper drainage to prevent slipping. Install strong, durable fencing and gates that are recommended for the type of livestock you have.

Lighting should be even because shadows can scare animals. Make sure sharp or protruding objects are removed from areas where livestock or humans move. Alleys and chutes should be large enough for the animal to pass through but not turn around, to keep them moving.

Exit Strategy

When dealing with livestock in tight quarters it is important to have a plan of escape. Consider constructing pens and gates with easy exits, or gaps in fencing that are just big enough for a person and not the animal to pass through. When entering a pasture or large enclosure, make sure there is a fast and easy method of escape. Always have “an out.”

Flight Zone

Understanding an animal’s flight zone is important – the flight zone is an animal’s personal space. An animal will react depending on a person’s proximity to its flight zone and the person’s actions within its flight zone. An animal’s point of balance is at its shoulders. Positioning yourself in front of an animal (in front of its point of balance) will make the animal step back, while slowly moving behind the animal will encourage it to move forward. Animals cannot see behind them, so they will want to keep you in their line of sight or move away from you.

Train Employees

It is important to make sure anyone you hire to work with your livestock has been trained to properly handle the animals. Work beside them or keep yourself nearby until they are comfortable working with the animals. Emphasizing proper handling and safety guidelines and making sure everyone involved in the operation understands them is important in preventing a livestock-related incident.





Engines

- Provide guards for drive shaft on all engine-driven pumps.
- Mufflers are “burning hot” for hours after shut down. Remember to shut down the engine when filling an engine-mounted fuel tank.
- Ventilate pump houses before entering to prevent carbon monoxide poisoning.
- Wear sturdy leather work boots to protect feet while irrigating.

Motors

- Maintain tight joint connections on conduit and flex lines at all times. If wire chafing has occurred, have the wires replaced.
- Keep motor base clean.
- Keep pipes and other long objects away from the pump and control areas.
- Never raise a pipe or other metal object higher than the height of your head.

Pumps

- Centrifugal, belt-driven, and pump-back pumps offer special problems due to the remoteness of locations (such as on steeply sloped banks), periodic use of portable electric power units or similar situations. Make certain that safe access is provided.

SAFELY WORKING WITH AGRICULTURAL CHEMICALS

Chemicals (fertilizers, pesticides, herbicides, and fungicides) are essential tools for farm production and need not be hazardous to your health if you follow basic safety rules. Most injuries and illnesses from agricultural chemicals can be traced to unsafe handling or the storage of chemicals in an unsafe condition. Always store, mix, use and dispose of chemicals in accordance with the manufacturers labeling instructions and Safety Data Sheets (SDS).

Everything in our environment is chemical in nature. The question is, how much of a specific chemical is harmful? Small doses of some chemicals are very toxic, while others require larger doses to be dangerous. You must always be aware that chemicals may be harmful and can enter your body through many forms of contact, including:

- Through the mouth (ingestion).
- Through the skin pores or eyes (absorption).
- Through the skin (injection).
- Through the lungs (inhalation).



READ THE LABEL

The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The Hazard Communication Standard provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. All containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings.

Labels must contain the following information:

- Product Identification
- Supplier Identification
- Precautionary Statements
- Hazard Pictograms
- Signal Word(s)
- Hazard Statement
- Supplemental Information

CODE _____ } **Product Identifier**
Product Name _____

Company Name _____ } **Supplier Identification**
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms

Signal Word
Danger

Hazard Statements
Highly flammable liquid and vapor.
May cause liver and kidney damage.

Precautionary Statements

Supplemental Information
Directions for Use

Fill weight: _____ Lot Number: _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

SAFELY WORKING WITH AGRICULTURAL CHEMICALS



- Never eat, drink, or smoke when handling toxic chemicals.
- Pour liquids, powders, and dusts slowly to avoid splash or spill.
- When mixing chemicals, always pour the chemical into the water.
- If a respirator is needed, make sure to follow the guidelines listed in the OSHA 1910.134 Respiratory Protection program.
- Do not leave toxic chemicals unattended in the field.
- Chemical assistance equipment should be thoroughly cleaned before repairs are made.
- Store agricultural chemicals outside the home and away from the reach of children or pets, preferably in a locked storage area.
- Keep chemicals in their original labeled containers.
- Promptly and properly dispose of empty containers.
- Avoid inhalation or contact with sprays and dusts. Use appropriate respirators, goggles, face shields, gloves, overalls, boots, and other protective equipment as needed.
- Wash hands and face thoroughly and change into clean clothes after spraying or dusting.
- Launder all clothes exposed to the chemical separately from any other items, and:
 - o Handle all contaminated clothing with clean gloves.
 - Wash clothing separately from family wash.
 - Wash clothes daily.
 - Rinse or soak first.
 - Use hot water.
 - Use heavy-duty liquid detergent.
 - Wash a few items at a time.
 - Use highest water level.
 - Use longest wash time and line dry.
 - After washing, run the washing machine through a complete cycle with detergent before using again.

Timely first aid has saved many lives on the farm. Because of the distance from immediate medical attention, a thorough knowledge of approved first aid methods is vital for every farm family. In an emergency situation, rapid response can mean the difference between life and death or saving or losing a limb. Make sure that at least one member of your family is qualified in first aid and has at least completed a basic first aid course. Contact your family doctor or your local Red Cross chapter for information on first aid courses available. Your local farm organization may be able to organize courses in your community.

Establishing a communication system for all your employees who work alone is an essential first step for a safe work environment. Communicate with your workers at scheduled and regular intervals. Workers should be aware at all times of their longitudinal and latitudinal coordinates in an event a “life flight” is needed. It will be much easier to locate an injured person who has an exact location, compared to directions that simply state the injured person is “located in the north 40 by the big tree past the coulee.”



The following are some simple safeguards to live by:

- Place emergency phone numbers and GPS coordinates by every phone.
- Program all cell phones with emergency numbers and GPS coordinates.
- Keep a first aid kit in your shop or house. Know how to use it.
- Have a small first aid kit in trucks and in the tractor toolbox.
- Encourage young people to get involved with first aid training through FFA, 4-H, Boy Scouts or Girl Scouts, or other youth organizations.
- Ask your family doctor to show you the approved methods for controlling severe bleeding. Pass this information on to all family members.
- Never use a tourniquet unless there is no other way to stop the bleeding.
- In the event of serious injury, have someone notify your family doctor, and call ahead to the medical facility where the victim will be taken. Advise them of the type of injury and approximate arrival time so that your doctor, and appropriate medical care, will be waiting for the patient.

SAFELY WORKING AROUND MANURE PITS

Despite the growing efforts to create more health and safety awareness in the farming community, fatalities due to manure pit accidents are still reported. The causes include the need to enter manure storage, highly varied toxicity levels from manure pits, lack of information on why and when dangerous conditions exist, and practical reliable sensors to detect toxic gas conditions. When working around manure pits, please treat them like any other type of permit required confined space.

- All manure pits should be ventilated with forced ventilation.
- The atmosphere within the pit should be tested before entry.
- A standby person should be in constant contact and ready to lift a worker to safety with mechanical lifting equipment.
- Anyone entering a manure pit should wear a safety belt or harness with a lifeline tied to the mechanical lifting equipment.
- Appropriate personal protective equipment should be worn.



Many agricultural workplaces contain spaces that are considered to be “confined” because their configurations hinder the activities of any employees who must enter into, work in and exit from them. In many instances, employees who work in confined spaces also face increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, and hazardous atmospheric conditions. Confinement itself may pose entrapment hazards, and work in confined spaces may keep employees closer to hazards – such as an asphyxiating atmosphere – than they would be otherwise. For example, confinement, limited access and restricted airflow can result in hazardous conditions that would not arise in an open workplace.



A confined space has limited or restricted means of entry or exit, is large enough for an employee to enter and perform assigned work and is not designed for continuous occupancy by the employee. These spaces may include, but are not limited to, underground vaults, tanks, storage and grain bins, pits and diked areas, vessels and silos.

A tragic type of scenario has plagued farms and ranches with confined spaces. A worker, often a family member, enters a confined space and loses consciousness. A co-worker or family member panics and enters the confined space to rescue them, then also loses consciousness. Another may do the same, then even another. This has happened in sequence for multiple co-workers or family members with many fatalities over the years. This type of scenario can be avoided by the procedures discussed below.

The term “permit-required confined space” (or, permit space) refers to those spaces that meet the definition of a “confined space” and pose additional health or safety hazards, thereby requiring special considerations before entry. The “permit” is a self-issued tool done right at the farm or ranch by management that identifies the control measures to keep entrants safe.

A permit-required confined space is one that meets the definition of a confined space and has one or more of these characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration that might cause an entrant to be trapped and/or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazards.



Special precautions need to be considered before anyone enters a confined space:



PERMIT REQUIREMENTS

In general, employers should evaluate the workplace to determine if spaces are permit-required confined spaces. If there are permit-required spaces, the employer should inform exposed employees of the existence, location and danger posed by the spaces.



RESCUE PLAN

The employer should have a rescue plan including having rescue service personnel outside the confined space and ensure that rescue service personnel are provided with and trained in the proper use of personal protective and rescue equipment.



PROPER TRAINING

The employer should provide proper training for all workers who are required to work in permit spaces.



SAFETY DATA SHEETS

If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or other written information should be made available to the medical facility treating the exposed entrant.

IDENTIFYING & AVOIDING ELECTRICAL HAZARDS

A survey of the farm should be conducted to identify hazards posed by the locations of overhead electrical lines. All hazards should be identified and documented for future reference. Inform your workers of any electrical hazards and instruct them on how to move grain augers and other pieces of equipment safely in these hazardous areas. Augers or equipment that can be raised or lowered should always be in the lowered position when being moved.



General Electrical Safety Precautions:

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity
- Inspect areas for electrical hazards such as exposed wires and damaged electrical boxes and call the local utility service to locate underground wires.
- Inspect wires and plugs before each use. Repair or replace damaged wires. DO not tape over gashes in wires and do not splice wires.
- Use only double-insulated power tools or equipment with three prong plugs. Don't use equipment with broken plugs and stop using a tool immediately if a tingling sensation is felt while using it.
- If someone receives an electrical shock while using faulty equipment, call for help immediately. Stop the flow of electricity in the victim's body by disconnecting or de-energizing the circuit if the victim is unable to pull away from the current source. Do not try to remove the victim from the current source. Touching the victim could cause the rescuer to be shocked as well.

SAFELY WORKING WITH LADDERS

Before a ladder is used for a specific project, make certain it is appropriate for the task at hand and is in good repair, and that the person handling the ladder is properly trained. Most ladder accidents can be avoided by following these simple steps:



CHOOSE THE RIGHT LADDER

- Use a ladder that is long enough but not too long.
- Don't use orchard ladders for other purposes.
- Don't use metal ladders for electrical work or around electrical installations.



CHECK ITS CONDITION

- Destroy ladders with cracks, splits, and breaks.
- Don't use makeshift or patched ladders.
- Make sure the ladder is rigid and will stand firmly.
- Wear good shoes for solid footing.
- Install "safety feet" on ladders for additional protection.



USE IT SAFELY

- Carry ladder properly and watch out for other people.
- Place ladder firmly and carefully on surface.
- Incline ladder on a four to one ratio of height to base.
- Don't lean or over-reach. Keep both feet on the ladder.
- Never climb above the second rung from the top.
- Never jump down from a ladder.
- Face ladder when going up or down.
- Keep ladders away from power lines.
- Keep rungs clean.
- Use rope for raising or lowering tools, equipment, and supplies.



TAKE CARE OF IT

- Store wooden ladders under cover, preferably in an up-right position.
- If stored horizontally, provide adequate support to prevent sagging.
- Don't drop ladders.
- Don't paint wooden ladders—you may cover up defects.
- Use oil or clear varnish for protective finish.

STAYING SAFE WHILE WORKING AT HEIGHTS

Falls from elevated work in agriculture can be severe or fatal. Elevated surfaces include structures like buildings or silos and also machinery and equipment. Working heights over 4 feet from the ground should be considered hazardous, and of course the higher the surface the more hazardous it is.

Here are some safety management points to consider:

- Consider hiring a contractor for any unusual or hazardous elevated jobs like roofing. Choose a contractor committed to working safely for elevated work.
- Install guardrail systems for any elevated locations where work regularly occurs.
- Guard floor and wall openings and access panels that can be fallen through such as on silos.
- Choose machinery and equipment with factory installed guardrail systems.
- Whenever possible, when working with elevated locations without guardrail systems choose to work from articulating boom lifts or scissor lifts rather than the unguarded elevated surface itself.
- DO NOT perform unguarded and unprotected elevated work!
- Agricultural workers should avoid elevated work if they have health challenges or take any medication that affects their vision or balance.
- Install permanent fall protection anchor points for locations that cannot be guarded.
- When performing elevated work that cannot be guarded or otherwise avoided, use fall protection devices. Restraint systems are most desirable – they prevent the worker from going over the edge. Personal fall arrest systems (PFAS) are next best – they don't prevent going off the edge but do stop the fall before hitting the ground.
- If using PFAS, remember to have a rescue plan – rescue can be very difficult in remote areas.
- Designated work areas, such as barns, should have permanently installed fall protection systems to protect workers as they climb on top of equipment to perform maintenance and repair tasks. However, many farm elevated work hazards are found in nondedicated work areas. For example: tractors and combines, which are subject to field breakdowns. A field repair requires the use of a mobile boom arm fall protection system.
- Permanent fall protection systems should be in place for truck loading or tarping operations.
 - There are many aspects to having a full fall protection program. Agricultural programs can mirror programs for general industry.



STAYING SAFE WHILE LIFTING & CARRYING

Proper lifting technique is critical to back safety, but perhaps more important is proper planning. Before you lift and/or carry any objects, please observe the following recommendations:

- Look over the object to be lifted. Make sure it is not too heavy or bulky.
- Know how to lift safely.
- Get help if there is any doubt about your ability to move the object by yourself.
- Stand close to the load with feet apart for good balance. Make sure footing is secure.
- Bend your knees and straddle the load somewhat. Keep your back as straight as possible.
- Get a good palm grip. Many lifting accidents occur when the load slips off fingers.
- Tense your back, shoulder, and arm muscles. Straighten your knees and stand. Lift with your leg muscles. Avoid quick, jerky motions. Avoid lifting whenever possible by pushing, pulling, rolling, or sliding, or use mechanical aids, trucks, hand carts, etc. in place of lifting or carrying. These simple techniques make lifting easier and safer. Preventing painful lifting and carrying injuries (sprains, strains, hernias and “aching sacroiliacs”) is squarely up to you.
- Know your physical limitations.
- Know when to get help.
- Realize that as you get older it takes less strain to injure your back.



BEING AWARE OF WEATHER CONDITIONS



Montana's weather can change in a blink of an eye. Being aware that the weather conditions around you can mean the difference between life and death.

- Be aware of weather warnings on your local radio station.
- In extreme cold, have every vehicle in use equipped with an emergency supply of water, food, blankets, and other emergency supplies.
- Heat exhaustion is possible at even relatively normal summer temperatures. Wear adequate clothing to protect the head and body from direct sun exposure.
- During the heat, increase fluid intake to prevent dehydration.
- Do not gamble with lightning. Take cover before it strikes around you.
- Be aware that precipitation increases the chance of equipment slipping or rolling over on slopes and hills.

SAFELY OPERATING ALL-TERRAIN VEHICLES

According to the Department of Health and Humans Services, workers over the age of 65 are at higher risk than younger workers for ATV accidents. Rollovers are the most common cause of ATV accidents. ATVs require constant attention to avoid accidents. Before anyone is allowed to ride an ATV, the instruction/safety book should be thoroughly reviewed, and all rules followed. An ATV is not a toy. No one should be allowed to operate the vehicle unless he/she is completely trained on how to use it safely.

The following are general safety rules from the Department of Health and Human Services. These guidelines should not be substituted for specific rules provided by your ATV manufacturer.

Employers:

- Provide helmet and eye protection for workers and encourage the use of other personal protective equipment.
- Identify and mark- and eliminate if possible- hazards such as excavations, trenches, and guy wires that might be present in specific work environments, so they are easily seen and avoided by workers on the job.
- Establish operating and maintenance policies that follow the manufacturer's terrain guidelines, specific hauling and towing capacity, and passenger restrictions.
- Provide employees access to hands-on training by an ATV Safety Institute instructor or similarly qualified instructor.
- Share responsibility with employees on the practices detailed below.
- Never allow a child to ride a full-size ATV.

Employees:

- Wear PPE including helmet, eye protection, long pants, and boots.
- Participate in hands on training in the safe handling and operation of an ATV.
- Conduct pre-ride inspections of breaks, headlights etc., and follow employer's maintenance policies for upkeep.
- Be aware of potential hazards such as trees, ruts, rocks, streams, and gullies and follow posted hazard warnings.
- Drive at speeds safe for weather and terrain and never operate ATVs on surfaces not designed for ATVs such as paved roads and highways.
- Never permit passengers on the ATV, unless the ATV has an additional seat specifically designed to carry them.
- Never operate an ATV under the use of drugs or alcohol.



SAFETY TIPS FOR FENCING

Fencing is hands-on and physical work. Like many tasks done around the farm or ranch, fencing is where taking safety precautions not only keeps humans safe but also the animals they care for. This is the reason farmers and ranchers must discuss safety before starting any fencing project.

A little common sense and the right tools go a long way. Use the proper tools for the job, a good pair of fencing pliers / wire cutters and PPE make safe and quick work of many fencing tasks. Safety glasses, leather work gloves, quality pliers, work boots – don't begin a fencing project without these safety essentials.



- **Safety glasses:** Wire is stiff and sharp. Installers are always tying knots, splicing and cutting. Protect your eyes with appropriate safety glasses.
- **Work gloves:** Fencing is hands-on work. Protect your hands with gloves made of leather or other cut-resistant material.
- **Protective boots:** Posts and rolls of fencing wire are heavy, as are many of the tools used in fencing. Protect your feet with heavy-duty hard-toe work boots.
- **Back safety:** Fencing requires some heavy lifting. Don't go it alone. Work with a partner to lighten the load. (And lift with your legs, not your back.)
- **Weather:** Be cautious of lightning and other weather concerns in the area. Be prepared if unexpected weather rolls in.
- **Manual post pounder:**
 - Ensure the operator maintains a stable standing position with feet as far apart as the width of their shoulders. Keep body weight balanced.
 - Never operate the post pounder unless both feet are in contact with stable ground; never stand on a ladder, chair, trailer, pickup tray, or any other surface other than stable ground.
 - Stand firmly and always hold the post pounder with both hands.
 - Ensure equipment handles are free from grease and oil.
- **Mechanical post pounder:**
 - Sudden or unexpected movement of the machine may occur during operation, which can result in injury to the operator and/or damage to the machine.
 - Do not start the engine while the post pounder is lying on the ground; start only when the pounder is vertical position.
 - Never allow children or persons who have not read the operating instructions to operate the machine.
 - Never let your post pounder run unattended.

TEN SAFETY TIPS FOR INSTALLING ELECTRIC FENCES



1. Connect only one energizer to a fence.
2. Under unusual fault conditions electric fences can produce sparks, so keep fences away from combustible materials. When droughts and other conditions create a high risk of wildfire, operate energizers on low power if they are equipped with that option, or turn energizers off.
3. Grounds for energizers should be at least 65 feet from utility grounding fields.
4. Avoid running fences parallel to power lines and try to install fences so that they cross power lines at right angles. If you can't avoid parallel electric fences and power lines, offset the fences at least 30 feet from the power lines, and make sure the top fence wires are no more than 6 feet high.
5. Do not attach fence wires to utility poles.
6. Landowners are responsible for preventing audible interference with telephone lines. Avoid installing electric fences under telephone wires, and minimize the distance that electric fence wires run parallel to underground telephone cables.
7. Keep electric fences as far away from radio antennas as possible.
8. Don't touch fences with your head or mouth. People with pacemakers or other heart problems also should consult their doctors before working with or near electric fences.
9. Never use barbed wire for electric fence wire because people or animals could more easily become entangled in it.
10. Post warning signs at least every 300 feet where the public has access to electric fences, such as along roads.

BEING SAFE AROUND ANHYDROUS AMMONIA

Exposure to anhydrous ammonia can cause blindness, lung damage, burns or death. If you or your workers are exposed to it, immediately flush the exposed body area(s) with water for at least 15 minutes. Seek medical attention once emergency first aid treatment has been administered. The following step-by-step procedure is one, nonspecific, version of a procedure that can be followed when using anhydrous ammonia:

THIS LIST IS A SAMPLE ONLY!

- Be aware of weather warnings on your local radio station.
- In extreme cold, have every vehicle in use equipped with an emergency supply of water, food, blankets, and other emergency supplies.
- Heat exhaustion is possible at even relatively normal summer temperatures. Wear adequate clothing to protect the head and body from direct sun exposure.
- During the heat, increase fluid intake to prevent dehydration.
- Do not gamble with lightning. Take cover before it strikes around you.
- Be aware that precipitation increases the chance of equipment slipping or rolling over on slopes and hills.



Important: Always precisely follow directions on chemical labels and remember that all pesticides should only be used by licensed applicators. For more information, contact the Montana Department of Agriculture at (406) 444-3144.

Appendix

GENERAL RULES FOR FARM SAFETY

Farming and ranching consist of a variety of tasks performed in constantly changing conditions. Many of these tasks have the potential for a certain degree of risk, which can be increased by inattentive or careless behavior.

Adherence to the following general safety rules will promote the development of safe work habits and help prevent accidents. Failure to follow these rules could result in warnings, followed by dismissal for a repeat offender.

- Arrive at work on time and alert. Never perform work under the influence of drugs or alcohol.
- Wear appropriate clothing, including foot and hand wear, that does not risk entanglement with equipment or livestock.
- Equipment and tools should be stored in a safe manner. You are expected to keep your work areas and/or machine neat and clean.
- Never cut corners or skip steps. Always follow the correct procedure.
- Know where fire extinguishers and first aid kits, etc. are located and keep the path to reach them clear.
- Do not perform work under unsafe conditions. Any employee has the right to stop work if they feel it is unsafe.
- Use extreme care when operating a vehicle on ranch roads or rural county roads (gravel). These roads often have blind hills, poorly engineered corners, and unstable surfaces.
- Operate only equipment you are authorized and trained to use. Be alert that all guards and protective devices are in place and operable. Do not attempt to operate equipment without special permission unless it is part of your regular duties.
- Practice proper lifting by bending at the knees and using your legs. Avoid lifting and turning at the same time.
- Use protective equipment appropriate for the task.
- Report hazardous conditions, unsafe acts, property damage, injury, or illness to your supervisor as soon as possible after discovery. Promptly seek medical treatment for injuries, should one occur.

These safety rules have been written and provided to you for your safety. Take the necessary time to read and understand them. If you need additional information, feel free to ask your supervisor. Please keep this copy in a convenient place for future reference.

Your signature below indicates you have read and understand these rules, and further, that you accept the responsibility of always using good judgment to make workplace safety your number one priority.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____

Always read instructions and/or manuals for any piece of equipment, any chemical or any process, etc., even if you think you know what you are doing! If in doubt about anything, ask!

GENERAL TIPS

- Keep tools in good working condition and stored appropriately.
- Check all ax heads before use to ensure they are tight and in good repair.
- Know how to use battery chargers correctly, including:
 - Correct method for setting the battery charger.
 - How to remove the battery caps.
 - Use appropriate personal protective equipment.
 - The correct method for jump-starting trucks and tractors.
- Never work under or around a jacked-up vehicle without it being blocked up.
- Never leave anything in unmarked containers, including small amounts of oil, antifreeze, etc.
- Always use appropriate eye protection when there is a risk of eye injury, such as when grinding.
- Use tools correctly and only for the purpose they were intended. Using extension bars or undue force can cause tools to break and injure someone.
- Make sure no combustible materials are near the welder or in an area where welding activities are taking place.
- All welding equipment needs to be checked by an experienced person before use.
- Make sure adequate ventilation is maintained, especially in conjunction with operations such as welding, running engines, chemical usage/storage, and any type of fuels/mist/vapor use or generation.

ALL-TERRAIN VEHICLES

- Never allow a child to ride a full-size ATV.
- Helmets save lives. Always wear protective headgear.
- Do not ride double unless properly designed for passengers.
- Do not use an ATV on public roads unless they are equipped and licensed as "street legal." ATVs are designed primarily for off-road use.
- No speeding allowed. Never exceed the recommended speed of your vehicle.
- Require every driver to review the operating manual or safety video and practice driving the ATV in a flat area before allowing the use of the vehicle elsewhere.
- The ATV is unstable when climbing hills; follow the manufacturer's instructions for hill climbing.
- All new employees must have a check ride.
- Understand method of crossing ditches at the right angle to the ditch.
- Never take risks by riding up a hill that is too steep.
- Know how to load properly and adjust for terrain.
- Do not trust parking brakes.
- Understand that ATVs will turn very short and roll at high speeds.

BURNING TRASH

- Burn only during rainy weather and with proper permits and permission.
 - Have county fire district phone number with person at burning site.
 - Have GPS coordinates available.
-

CHAINSAWS

- Supervise inexperienced users.
 - Require eye protection.
 - Require hearing protection or earplugs.
 - Keep first aid kits available.
 - Clearly label saw gas containers.
 - Inspect saws and chains daily for general condition.
 - Ensure that saw has working safety feature.
-

FENCING

- Use appropriate Personal Protective Equipment (PPE) such as boots and gloves.
 - Always wear appropriate clothing.
 - Be cautious of lightning and other weather concerns in the area.
-

FIRES

- Know location of all fire extinguishers.
 - Save yourself first.
 - Ban smoking in barns and shops.
 - Keep all fire extinguishers charged and up to date.
-

LIFTING & CARRYING

- Avoid lifting whenever possible by pushing, pulling, rolling, sliding, or using mechanical aids (dollies, hand carts, etc.).
- Look over object to be lifted. Make sure it is not too heavy, bulky, or awkward.
- If in doubt about your ability to move an object alone, get help.
- Realize that as we age it takes less strain to injure our backs.
 - Know how to lift safely:
 - Know your physical limitations.
 - Stand close to the load with feet apart for good balance.
 - Make sure footing is secure.
 - Bend your knees and straddle the load while keeping your back as straight as possible.
 - Get a good grip. Many lifting accidents occur when the load slips off the fingers.
 - Straighten your knees and stand. Avoid quick, jerky motions

MACHINE SAFETY

- Never operate any machine you have not been trained to use.
- Never operate a machine without proper instructions.
- Never operate a machine without proper guards in place.
- Never allow riders on tractors or four wheelers without permission of supervisors.
- Always use appropriately rated chains, cables, or tow straps for heavy pulling.
- Keep bystanders away from area when pulling. Chains, cables, and tow straps can break and backlash.
- Seat belts on all vehicles must be worn when operating the vehicle. ROPS equipped machinery has seat belts to hold you within the safety zone of the frame or enclosure if an accident occurs.
- Never mount or dismount a machine while it is moving.
- Never jump off a machine; climb down instead. Try to maintain three points of contact when entering and exiting from tractors, trucks, or trailer units.
- Keep floor and bench areas clean and dry. Avoid working on oily or wet floor areas.
- Never remove radiator caps without adequate protection against scalding steam and hot water.
- Turn off motor before adjusting, cleaning, or repairing any part of any machine. Remember to padlock safety disconnect switches on electrically powered equipment before performing maintenance work.
- Always shut down machinery before fueling, only fuel from a properly grounded and bonded fueling apparatus, and only use an approved container.
- Fueling should not occur where ignition sources are not controlled. Ignition sources include, but are not limited to, places with smoking, welding, open flames, or equipment heat that could ignite the fuel.
- Use a checklist weekly (more often if recommended by the manufacturer) to check condition of machinery before operating. A preventative maintenance program should be developed and followed.
- Never wear loose clothing or dangling jewelry around machinery.
- Confine long hair to prevent it from being caught in machinery.
- Display the “slow moving” emblem on all farm machinery.
- If a jam occurs, shut the machine down before attempting to clear the jam or make adjustments.
- Power-Take-Off should always be properly guarded. The master shield should be in place and secured with a retaining pin and the PTO shaft guard installed. Drivelines should be fully shielded to include connection joints.
- Guard V-belts, pulleys, sprockets, chains, and shafts to prevent accidental contact. Replace guards before starting machine if they were removed for maintenance or repair work. Use approved guards and install guards where needed or missing.

PICKUP TRUCKS

- Be certain that all drivers have a valid driver's license.
 - Know how to cross ditches on the diagonal.
 - Do not try to get across swamps or steep hills just to save some walking.
 - Do not trust parking brakes.
 - Always wear the seat belt when in the vehicle.
-

POST POUNDERS

- Require eye protection for person holding post.
 - Require hearing protection or earplugs for the driver and the person holding post.
 - Practice hand signals before pounding post.
 - Hold post with closed fist.
 - Do not wear loose clothing or hanging glasses, etc.
 - Do not reach around post to get to controls. Walk to the other side.
 - Fasten safety chain when moving pounder.
 - Only allow experienced tractor drivers to drive in bad terrain. Inexperienced drivers must be completely checked out and have practice time.
 - Use heavy rubber gloves when handling treated posts.
-

TRACTORS & MOTORIZED EQUIPMENT

- Inspect brakes, steering, tires, and lights daily and repair as needed.
 - Shut down the engine and set brakes when making any adjustments, when hitching tools or when tractor is left unattended.
 - Avoid tight radius turns that could permit implements to "climb up" the tires. Apply brakes slowly to avoid overturns.
 - Always use hitch provided; never hitch to axel housing. Hitch low to reduce possibility of overturns.
 - Start slowly to avoid overturns. Operate at moderate speeds, when in doubt, slow down.
 - Use extra care when turning on a slope, side hill or rough/uneven ground. Tractors have a high center of gravity and overturn easily. Since wheel tractors are light on the front end, it is best to go up a steep hill backward to prevent a rear overturn.
 - Slow down before turning. This is particularly important at turn rows close to an irrigation ditch.
 - Tractors should be provided with factory-developed rollover guards and seat belts.
 - Always be seated when operating a tractor. Never stand.
 - Never permit riders on either the tractor or towed equipment unless it is designed for passengers.
 - Never mount or dismount a tractor while it is in motion.
-

WILDLIFE

- Be aware of what is around you and stay alert.

SAMPLE FARM ASSESSMENT

Name of Farm / Owner: _____

Assessment Completed By: _____ Date: _____

ADMINISTRATIVE REQUIREMENTS

YES / NO

1. Occupational injury and illness records are current?

☐ Yes ☐ No
☐ N/A

Comments: _____

2. Personal safety equipment is provided? (Masks, goggles, ear plugs, etc.)

☐ Yes ☐ No
☐ N/A

Comments: _____

3. Personal safety equipment is used?

☐ Yes ☐ No
☐ N/A

Comments: _____

FIRE PREVENTION & PROTECTION

YES / NO

1. Procedures for notifying emergency response units have been established and communicated to employees?

☐ Yes ☐ No
☐ N/A

Comments: _____

2. Portable fire extinguishers are provided, mounted, located and identified?

☐ Yes ☐ No
☐ N/A

Comments: _____

3. Portable fire extinguishers are readily available?

☐ Yes ☐ No
☐ N/A

Comments: _____

4. Where portable fire extinguishers are provided for employee use, there is an educational program on their use?

☐ Yes ☐ No
☐ N/A

Comments: _____

5. Fixed fire extinguishing systems are inspected annually to assure that the system is maintained in good operating condition?

☐ Yes ☐ No
☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

EMERGENCY RESPONSE & FIRST AID / CPR

YES / NO

1. An emergency response plan is in place?

☐ Yes

☐ No

☐ N/A

Comments: _____

2. Employees have been trained for any duties they may perform in the course of an emergency?

☐ Yes

☐ No

☐ N/A

Comments: _____

3. Employees have received CPR/first aid training?

☐ Yes

☐ No

☐ N/A

Comments: _____

4. Refresher training is provided at least annually?

☐ Yes

☐ No

☐ N/A

Comments: _____

5. First aid kits are adequately supplied?

☐ Yes

☐ No

☐ N/A

Comments: _____

6. Adequately supplied first aid kits are available to employees in all vehicles and work areas?

☐ Yes

☐ No

☐ N/A

Comments: _____

7. Employees are notified of the location of available first aid kits?

☐ Yes

☐ No

☐ N/A

Comments: _____

8. All exits are continually maintained to be free of all obstructions and/or impediments?

☐ Yes

☐ No

☐ N/A

Comments: _____

9. Automatic turn-off units are provided and used where appropriate?

☐ Yes

☐ No

☐ N/A

Comments: _____

10. Emergency shut offs are installed, visible and easy to access?

☐ Yes

☐ No

☐ N/A

Comments: _____

11. Emergency contact numbers are posted and easily accessible?

☐ Yes

☐ No

☐ N/A

Comments: _____

12. GPS coordinates are visibly posted?

☐ Yes

☐ No

☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

GENERAL ENVIRONMENTAL CONDITIONS

YES / NO

1. Waste containers are emptied regularly?

☐ Yes

☐ No

☐ N/A

Comments: _____

2. Containers have tight fitting covers (where needed)?

☐ Yes

☐ No

☐ N/A

Comments: _____

3. Areas are free of rodents, insects, and vermin?

☐ Yes

☐ No

☐ N/A

Comments: _____

4. Toilet facilities are clean and accessible?

☐ Yes

☐ No

☐ N/A

Comments: _____

5. Drainage is provided so area doesn't pollute the environment and maintains a dry work area?

☐ Yes

☐ No

☐ N/A

Comments: _____

6. Oily rags are stored in a metal container with a tight-fitting lid?

☐ Yes

☐ No

☐ N/A

Comments: _____

VENTILATION

YES / NO

1. Adequate ventilation is available for running engines?

☐ Yes

☐ No

☐ N/A

Comments: _____

2. Adequate ventilation is available for chemical storage?

☐ Yes

☐ No

☐ N/A

Comments: _____

3. Adequate ventilation is available for fuels and fume, mist, and vapor generation?

☐ Yes

☐ No

☐ N/A

Comments: _____

4. Adequate ventilation is available for other (describe)?

☐ Yes

☐ No

☐ N/A

Comments: _____

SPECIAL ACTIVITIES

YES / NO

1. All employees are instructed as to the hazards of their work and instructed in safe practices?

☐ Yes

☐ No

☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

MATERIALS HANDLING & STORAGE

1. Aisles and passageways are in good repair, kept clear and properly marked?

Comments: _____

2. Materials are securely stacked when stored?

Comments: _____

3. Good housekeeping is maintained in storage areas?

Comments: _____

4. All upright cabinets are secured to prevent tip over?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

ELECTRICAL

1. Ground fault circuit interrupters (GFCIs) are used everywhere they should be?

Comments: _____

2. Exposed metal parts of cords and plug-connected appliances and machinery that may become energized are grounded?

Comments: _____

3. No extension cords are used as a substitute for fixed wiring?

Comments: _____

4. All fixed equipment is hard wired?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

FARMSTEAD & BUILDINGS

1. Buildings are convenient for moving equipment in and out?

Comments: _____

2. Overhead lighting is sufficient to illuminate general working and walking areas?

Comments: _____

3. Appropriate type of heating/cooling system is available for work environments?

Comments: _____

4. Flammable and combustible materials are stored away from units?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

SAMPLE FARM ASSESSMENT

FARMSTEAD & BUILDINGS (CONTINUED)

YES / NO

5. Farmstead and buildings are free of trash and junk?

☐ Yes

☐ No

☐ N/A

Comments: _____

6. Buildings and outdoor work areas are well lighted?

☐ Yes

☐ No

☐ N/A

Comments: _____

7. Above ground fuel tanks have emergency containment structures built around them?

☐ Yes

☐ No

☐ N/A

Comments: _____

8. "No Smoking" signs are displayed near fuel storage and refueling areas?

☐ Yes

☐ No

☐ N/A

Comments: _____

9. Weeds and combustible materials are kept away from fuel storage areas?

☐ Yes

☐ No

☐ N/A

Comments: _____

10. Telephones or remote communication devices are provided in each major farm building?

☐ Yes

☐ No

☐ N/A

Comments: _____

11. Emergency phone numbers and GPS coordinates are clearly posted?

☐ Yes

☐ No

☐ N/A

Comments: _____

12. Fully charged ABC fire extinguishers are located in each farm building and vehicle?

☐ Yes

☐ No

☐ N/A

Comments: _____

13. Well maintained first aid kits are maintained in each major farm building and all vehicles?

☐ Yes

☐ No

☐ N/A

Comments: _____

14. Electrical wiring is in good condition and supported in conduit?

☐ Yes

☐ No

☐ N/A

Comments: _____

15. Electric outlets are three-pronged grounded type?

☐ Yes

☐ No

☐ N/A

Comments: _____

16. Stairs and ladders are in good condition?

☐ Yes

☐ No

☐ N/A

Comments: _____

17. All ladders on elevated structures more than 20 feet tall are caged?

☐ Yes

☐ No

☐ N/A

Comments: _____

18. Stairways are provided with railing on at least one side?

☐ Yes

☐ No

☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

FARMSTEAD & BUILDINGS (CONTINUED)

19. All fixed stairways in excess of 88 inches wide are provided with a center railing?

Comments: _____

20. Seven feet vertical clearance is maintained above any stair tread?

Comments: _____

21. Stairs are clear of objects and slippery substances?

Comments: _____

22. Floors are clean, free of broken concrete, slick spots or other impediments that may cause a fall?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

CHEMICALS

1. All chemicals are properly labeled?

Comments: _____

2. Safety Data Sheets (SDSs) are immediately available to anyone who may use or otherwise come in contact with a substance?

Comments: _____

3. Chemicals are only used for intended purposes?

Comments: _____

4. Chemicals are stored away from livestock feed supplies?

Comments: _____

5. Chemicals are stored in a locked, properly labeled area, and out of reach of children?

Comments: _____

6. Chemicals are always used with appropriate personal protective equipment?

Comments: _____

7. Anyone who uses a chemical is trained in its proper use and has the proper PPE when using the chemical?

Comments: _____

8. First aid supplies are available to the user as outlined on the label and/or SDS sheet?

Comments: _____

9. Old and/or outdated chemicals are discarded according to label or SDS sheet?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

SAMPLE FARM ASSESSMENT

SHOP

YES / NO

1. Signs stating "Eye Protection Required" are posted by all machines and areas where appropriate?

☐ Yes ☐ No
☐ N/A

Comments: _____

2. Signs stating "Hearing Protection Required" are posted by all machines and areas where appropriate?

☐ Yes ☐ No
☐ N/A

Comments: _____

3. Welding and cutting equipment appear to be properly used and maintained?

☐ Yes ☐ No
☐ N/A

Comments: _____

4. Flashback arresters are installed on all oxygen and acetylene bottles in use?

☐ Yes ☐ No
☐ N/A

Comments: _____

5. Employees always use protective equipment when advisable?

☐ Yes ☐ No
☐ N/A

Comments: _____

6. "No Smoking" signs are posted near oxygen/acetylene welding areas?

☐ Yes ☐ No
☐ N/A

Comments: _____

7. Safety signs are posted and observed?

☐ Yes ☐ No
☐ N/A

Comments: _____

8. Portable power tools are maintained in safe conditions?

☐ Yes ☐ No
☐ N/A

Comments: _____

9. All heating/cooling units are safely installed to manufacturers' requirements?

☐ Yes ☐ No
☐ N/A

Comments: _____

10. Adequate air is supplied to remove exhaust and supply oxygen?

☐ Yes ☐ No
☐ N/A

Comments: _____

CROP & FEED STORAGE AREAS

YES / NO

1. Entrances to feed and crop storage areas are locked?

☐ Yes ☐ No
☐ N/A

Comments: _____

2. Flowing grain hazard warnings are posted at storage facilities?

☐ Yes ☐ No
☐ N/A

Comments: _____

3. Silo and bin ladders are in good condition?

☐ Yes ☐ No
☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

CROP & FEED STORAGE AREAS (CONTINUED)

YES / NO

4. All bins have both inside and outside ladders?

☐ Yes ☐ No
☐ N/A

Comments: _____

5. Fully charged ABC fire extinguishers are available in storage areas?

☐ Yes ☐ No
☐ N/A

Comments: _____

6. Approved respirators are used when appropriate?

☐ Yes ☐ No
☐ N/A

Comments: _____

7. Warnings concerning the dangers of silo gases are posted?

☐ Yes ☐ No
☐ N/A

Comments: _____

8. Storage and drying areas are free of trash?

☐ Yes ☐ No
☐ N/A

Comments: _____

9. Electric motors are placed in areas with adequate ventilation, free of trash and other debris?

☐ Yes ☐ No
☐ N/A

Comments: _____

TRACTORS

YES / NO

1. All PTO master shields are in place?

☐ Yes ☐ No
☐ N/A

Comments: _____

2. Reflectors, SMV emblems are clean and unfaded?

☐ Yes ☐ No
☐ N/A

Comments: _____

3. Tractors are equipped with ROPs?

☐ Yes ☐ No
☐ N/A

Comments: _____

4. ROP equipped tractors have seat belts?

☐ Yes ☐ No
☐ N/A

Comments: _____

5. A five-pound minimum ABC type fire extinguisher is available on each tractor?

☐ Yes ☐ No
☐ N/A

Comments: _____

6. All lights and flashers are in working order?

☐ Yes ☐ No
☐ N/A

Comments: _____

7. Cab windows and mirrors are clean to maintain visibility?

☐ Yes ☐ No
☐ N/A

Comments: _____

8. Operator's platform is kept clear of grease, mud, and tools?

☐ Yes ☐ No
☐ N/A

Comments: _____

SAMPLE FARM ASSESSMENT

TRACTORS (CONTINUED)

9. Fuel, oil, and hydraulic systems are free of leaks and proper fluid levels are maintained?

Comments: _____

10. Tires are in good condition and properly inflated?

Comments: _____

11. Muffler and exhaust systems are properly maintained?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

TILLING / PLANTING EQUIPMENT

1. Equipment has reflectors and lights for highway travel?

Comments: _____

2. Guards and shields are in place protecting belts, pulleys, shafts, chains, and PTOs?

Comments: _____

3. Hydraulic components are kept in good working order and free of leaks?

Comments: _____

4. Hydraulically raised equipment has transport locks to take load of hydraulic system during transport?

Comments: _____

5. Tires are in good condition and properly inflated?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

HARVESTING EQUIPMENT

1. Guards and shields are in place protecting belts, pulleys, shafts, chains, and PTOs?

Comments: _____

2. Ladders and steps are in good condition?

Comments: _____

3. SMV emblems are available for each machine that will be on the road?

Comments: _____

4. Combines equipped with at least a ten-pound ABC type fire extinguisher?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

SAMPLE FARM ASSESSMENT

HARVESTING EQUIPMENT (CONTINUED)

5. Operator's manual is available for reference when adjusting?

Comments: _____

6. Fuel, oil, and hydraulic systems are free of leaks?

Comments: _____

7. Belts and chains are properly adjusted?

Comments: _____

8. Safety latches, jack stands and/or safety locks are properly working?

Comments: _____

9. Flashers and lights are working properly?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

PORTABLE AUGERS & ELEVATORS

1. All belts, chains and PTO components are properly shielded?

Comments: _____

2. Auger inlet is shielded?

Comments: _____

3. Winch is in good working order and prevented from "freewheeling"?

Comments: _____

4. Winch cable is free of corrosion or damage?

Comments: _____

5. No overhead power lines are located near where portable augers or elevators are commonly used?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

WAGONS & HAULING EQUIPMENT

1. Guards and shields are in place protecting belts, pulleys, shafts, chains, and PTOs?

Comments: _____

2. Lights and reflectors are in place and working?

Comments: _____

3. Each piece of equipment has clean, unfaded SMV emblems?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

SAMPLE FARM ASSESSMENT

WAGONS & HAULING EQUIPMENT (CONTINUED)

4. Tires are in good condition and properly inflated?

Comments: _____

5. Wheel lugs are in place and tightened?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

CATTLE, SHEEP, HOGS & OTHER LIVESTOCK

1. Livestock are handled quietly?

Comments: _____

2. Facilities and gates are in good, safe working order for livestock and workers?

Comments: _____

3. Livestock are used to being handled with horses?

Comments: _____

4. Livestock are used to being handled with ATVs or motorcycles?

Comments: _____

5. Livestock are used to being handled on foot?

Comments: _____

6. Livestock are used to being handled with more than one person in the pen?

Comments: _____

7. Livestock are used to being handled around dogs?

Comments: _____

8. Livestock are used to being handled around children?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

WORKING WITH HORSES

1. Horses are well trained?

Comments: _____

2. Horses are sound?

Comments: _____

3. Horses are in good working shape?

Comments: _____

YES / NO

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

☐ Yes ☐ No
☐ N/A

SAMPLE FARM ASSESSMENT

WORKING WITH HORSES (CONTINUED)

4. Different horses are used for different jobs and situations?

Comments: _____

5. Tack is in good repair and safe?

Comments: _____

6. Horses are matched with riders' capabilities?

Comments: _____

7. The facilities for handling horses are safe and in good shape?

Comments: _____

YES / NO

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

FIELDS & ROADWAYS

1. Large, immovable obstacles are flagged or well-marked and visible, even in tall crops?

Comments: _____

2. Buffer zones along drainage ditches give tractors or combines ample turning room?

Comments: _____

3. Low branches of trees are trimmed to allow machinery to pass underneath?

Comments: _____

4. There is clear vision in both directions as you enter the road or highway from the farm driveway or fields?

Comments: _____

5. The driveway entrance is wide enough to permit entering and exiting without swinging truck, tractor or combine into opposite lane of traffic?

Comments: _____

YES / NO

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

☐ **Yes** ☐ **No**
☐ **N/A**

JOB SAFETY ANALYSIS INSTRUCTIONS

An up-to-date and thorough Job Safety Analysis can be an invaluable tool in your quest to eliminate workplace injury. The Job Safety Analysis, or JSA, is the breakdown of a specific job or job task into steps. (So each job or job task has its own JSA.) Each step will have hazards and each hazard will have mitigations.

By going through this process as a team, you ensure that everyone understands and agrees that:

1. These are the steps this task requires.
2. These are the hazards that employees will be exposed to.
3. These are the mitigations to put in place to make the job safe.

For each job or job task, the JSA is typically done in three columns: the steps taken in doing the job, the hazards or potential hazards involved, and the actions or procedures to take to eliminate or mitigate the hazard. Column length will vary as often there are more hazards than there are job steps and more mitigations than there are hazards.

Sequence of Basic Job Steps	Hazard or Potential Hazard	Recommended Action or Procedure

Once the JSA is complete it can be used for training: both new-hire and refresher. The JSA should be reviewed every year or two (and whenever there's a major change to related equipment or production process) and updated as needed to ensure that it always represents the best, safest, way to perform the task.

Include multiple levels of your team – management, line-level employees and safety professionals – in writing your JSAs. Review the task, not the performance of the task. Creating a JSA should be a positive experience, allowing you to take advantage of the knowledge your team has collectively gained.

Make a list of the most hazardous tasks or jobs that your organization does. Then prioritize: *Your first JSA should be the task in which employees are most at risk.* Then work down the list. It's also recommended that JSAs are written for tasks that are seldom performed but where the order of the steps matters.

Job Safety Analysis improves communication, teaches new employees, reinforces what experienced employees already know, and makes your workplace safer.

JOB SAFETY ANALYSIS

Task Title: _____

Date: _____

JSA Number: _____

Prepared By: _____

Approved By: _____

Safety Committee Approval: _____

PPE Required: _____

Sequence of Basic Job Steps	Hazard or Potential Hazard	Recommended Action or Procedure

Montana State Fund

800-332-6102

www.montanastatefund.com

Montana Department of Labor

(406) 444-5600

<http://erd.dli.mt.gov/safety-health>

Occupational Safety & Health Administration

www.osha.gov

Agriculture Safety English: https://www.osha.gov/dsg/topics/agriculturaloperations/hazards_controls.html

OSHA Ag Manual in Spanish: https://www.osha.gov/dsg/topics/agriculturaloperations/hazards_controls.html

Young Workers in Agriculture

Montana State Fund: www.safemt.com

OSHA: www.osha.gov/SLTC/youth/agriculture/index.html

Center for Disease Control: <https://www.cdc.gov/niosh/topics/childag/default.html>

State of Montana: <https://nifa.usda.gov/sites/default/files/resources/childlabor102.pdf>

U.S Department of Labor: <https://nifa.usda.gov/sites/default/files/resources/childlabor102.pdf>

Electrical Safety

National Ag Safety Database: <https://nasdonline.org/1474/d001274/electrical-safety-in-agriculture.html>

Manure Pit Safety

Center for Disease Control: <https://www.cdc.gov/niosh/docs/90-103/default.html>

Weather

National Weather Service: weather.gov/view/states.php?state=mt&map=on

ATV Safety

ATV Safety Institute: <https://atvsafety.org/>

First Aid/CPR

The American Red Cross of Montana: www.montanaredcross.org

Job Hazard Analysis

Job Hazard Analysis: <https://www.osha.gov/Publications/osh3071.pdf>

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