



Agriculture and Farming Employee **SAFETY MANUAL**

Provided by: Holloway Insurance Services Ltd

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This employee safety manual is just a **SAMPLE** and needs to be edited and adapted. It is not exhaustive, nor is it a bespoke safety manual for your specific company. If you are planning to create, edit or adapt an employee safety manual, seek assistance from a recognised health and safety expert and/or the Health and Safety Executive.

TABLE OF CONTENTS	2
COMMITMENT TO SAFETY.....	3
SAFETY TRAINING.....	4
EMPLOYEE SAFETY RESPONSIBILITIES	5
RISK ASSESSMENTS	6
EMERGENCY CONTACT INFORMATION	7
GENERAL SAFETY RULES	8-14
FARM EQUIPMENT SAFETY PRECAUTIONS	15-18
JOB-SPECIFIC SAFETY PRECAUTIONS	19-21
ENVIRONMENTAL SAFETY PRECAUTIONS	22-23
EMERGENCY ACTION PLAN	24-25
HAZARDOUS SUBSTANCES AND COMMUNICATION.....	26
CONSIDERATIONS FOLLOWING A SERIOUS ACCIDENT	27
RETURN TO WORK PROGRAMME.....	28
SEXUAL HARASSMENT POLICY	29
VEHICLE USE POLICY.....	30
EMPLOYEE ACKNOWLEDGEMENT FORM	31

recognises that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on-site. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthy workplace that is free from any recognised or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective health and safety control policies and programmes. will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy. This includes providing employees with adequate training and ensuring that all employees are competent to do their tasks.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication and consult with employees. This includes soliciting and receiving comments, information, suggestions and assistance from employees where health and safety are concerned.
6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, Management must monitor company health and safety performance, working environment and conditions to ensure that programme objectives are achieved.
7. Our employee safety manual applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Managing Director

Risk Manager

is committed to providing safety- and health-related orientation and training for all employees at all levels of the facility. will maintain and support a programme to educate and familiarise employees with health and safety procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. A record of training will be kept and made available by the safety coordinator, **[INSERT NAME]**.

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work programme
9. Any HSE-required training not included or addressed above

The primary responsibility of the employees of is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey 's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Periodic Inspections

It is the policy of that workplaces are subject to periodic health and safety inspections to ensure implementation and execution of our policies and procedures.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

has conducted a 'suitable and sufficient' risk assessment of all workplace hazards, as required by the Health and Safety at Work etc Act 1974. Our risk assessment process consists of five steps:

1. Identify the hazards
 - Inspect the workplace for anything that could reasonably be expected to cause harm
 - Ask your employees to find hazards you may have overlooked
 - Review manufacturers' instructions, data sheets, and accident and ill-health records
2. Decide who might be harmed and how
 - Identify how people/groups may be harmed and what type of injuries may occur
 - Include people with disabilities, contractors, members of the public, etc
3. Evaluate the risks and decide on precaution
 - Compare your actions with a source of good practice (HSE website)
 - Try to eliminate the risk entirely and if this is not possible, decide how to control the risk so that harm will be unlikely
4. Record your findings and implement them
 - Write down results and share with your staff
 - Make an effort to implement changes and tackle the most important issues first
5. Review your assessment periodically and update when necessary
 - Formally review your risk assessment at least once a year and keep up to date on changes, new equipment and procedures that could lead to new hazards

A copy of the risk assessment can be found at: _____.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work. If you feel that there is a significant risk not currently supported by the written risk assessment, please notify your supervisor immediately.

THE HSE HEALTH AND SAFETY POSTER IS POSTED AT: _____

Leaflets are also available from the safety coordinator, **[INSERT NAME]**.

FIRE SERVICE: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

This Section contains SAMPLE employee safety rules. All organisations need to adapt this section to their own specific workplace needs, based on their risk assessments.

This is a general overview of health and safety rules in the workplace. There may be a more specific policy available for many of the following rules. The longer policies may be found online at [INSERT WEBSITE] or contact [INSERT NAME].

1. Conduct:

- Horseplay, 'practical jokes', etc, are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

2. Drugs and Alcohol:

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

3. First Aid:

- There are a sufficient number of first aiders and/or appointed persons to help you in the event of a medical injury or emergency. Their names and contact numbers are: _____.
- There are numerous first aid boxes strategically placed throughout the workplace. These first aid boxes are marked with a white cross on a green background and located at: _____. Please make yourself aware of your nearest first aid box and how to contact a first aider.

4. Reporting Injuries:

- Any work-related injury, suspected injury, 'near-misses' and hazardous conditions must be reported to your supervisor immediately.
- will follow all guidelines and requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when dealing with any accidents or ill-health at the workplace. [INSERT NAME] is in charge of complying with RIDDOR requirements reporting accidents, diseases or dangerous occurrences to the appropriate authorities.
- An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
- Any attempt to defraud with a false injury claim will result in disciplinary action.
- also provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. Fire Prevention

- [INSERT NAME] is in charge of conducting a fire risk assessment and implementing fire safety procedures. This risk assessment will be reviewed periodically, [INSERT TIME FRAME], and as circumstances in the workplace change. Emergency evacuation tests will be conducted [INSERT TIME FRAME]
- All escape routes and the following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers
- Fire extinguishers are located throughout the building at: [INSERT LOCATIONS].
- No candles or open flames are allowed within the facility.

- Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc) must contact **[INSERT NAME]** for approval prior to the start of the work.
- Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the working day, etc).
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.
- Follow all electrical safety rules.

6. Housekeeping:

- The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches
 - Eye wash/safety showers
- You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of rubbish and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

7. Personal Protective Equipment (PPE):

- Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
- Safety Footwear – Must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.
 - Footwear should be comfortable to avoid fatigue and stress-related problems.
 - Workers should wear steel toe-cap boots with a cap that covers the entire length of the toes, from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.
 - Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection from colder temperatures.
- Eye Protection – Needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.
 - Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
- Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.
 - Protection should fit properly and comfortably.
 - Leather gloves provide the most adequate protection in most situations, yet light cotton gloves may be more appropriate when working in environments where hand injuries are less common. Wear rubber or neoprene gloves when handling chemicals.
- Hearing Protection – Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Farm workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.
 - Select ear muffs or ear plugs to protect against hearing loss.

- Head Protection – Some landscaping tasks may require protection to safeguard against head injuries.
 - Inspect head protection equipment regularly.
 - Do not store headwear in the windows of vehicles, as sunlight and heat can cause it to become brittle and not provide sufficient protection against hazards.
 - Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.
- Respiratory Protection – Wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate protection for the task at hand.
 - Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
 - Dust masks protect against airborne dusts and other contaminants such as bacteria.
 - Do not perform operations requiring respirators unless you have been fitted and trained on 's respiratory protection programme.
 - Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
 - Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
 - Clean and sanitise respiratory equipment according to manufactures recommendations after each use.
 - Store respiratory equipment in a clean and sanitary location.

8. Equipment Operations

- You must specifically be trained and authorised by your supervisor to operate vehicles and machines. Before operating/using any equipment or machinery, visually check that all safeguards are in place and there are no maintenance issues. If you see any issues or have any concerns, contact [INSERT NAME] immediately. This includes:
 - Forklifts
 - Machine and power tools
 - Paint sprayers
 - Welders
 - Cranes/hoists
- Basic safety tips when operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewellery, and sleeves should either be rolled all the way up, or all the way down.
- Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- Never reach into an operating machine or moving machine part.

9. Work From Height

- Never work from height if there a reasonable alternative method. If work at height is a must, only employees properly trained and authorised may do so.
- Follow these later safety guidelines:
 - Inspect all ladders prior to each use
 - Ladders must be placed on secure footing

- Only one person is allowed on a ladder at a time
- Never stand on the top two steps of a stepladder
- Always maintain 3-point contact when working on ladders
- Never reach beyond arm length when working on a ladder
- Never use metal ladders when working on or around electrical equipment
- Follow these tips when using Cranes/Hoists/Lifting Devices:
 - Inspect all cranes, hoists and lifting devices (slings, hooks, etc) prior to each use. Never use damaged equipment.
 - Never walk under a load suspended from a hoist or crane.
 - Keep all personnel clear of the 'fall zone' of the crane/hoist.
 - Know the weight of material being lifted. Never overload a crane/hoist.

10. Isolation/Lockoff

- Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.
- Never remove or tamper with a lockoff operation performed by another employee or contractor. A lockoff could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as 'DANGER - DO NOT OPERATE' may also be used for isolation/lockoff. If you see the lock, the tag, or both applied to an energy control device it means, 'Keep your hands off'.

11. Confined Space Entry:

- Only trained and authorised employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards.

12. Electrical Safety

- Never operate or tamper with the electrical main switch or breakers. You are authorised only to operate switches/disconnects on/for individual machines.
- Report all electrical problems and suspected problems to your supervisor immediately.
- Keep electric cables out of areas where they will be damaged by stepping on/kicking them. Never run cables under rugs or other floor coverings.
- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cables, and portable equipment prior to use.
- Report any damaged electrical equipment to your supervisor. Only authorised personnel are permitted to work on electrical equipment.
- Extension cables are to be used only for temporary applications. Never stretch cables across aisles or areas where others may trip over them. Do not attach extension cables to the building or run them under rugs/mats or through walls.
- Turn electrical appliances off with the switch, not by pulling out the plug. Turn all appliances off before leaving for the day.

- Any personal electrical devices must be approved by prior to use. Radios, CD players and PDAs are the only personal electrical devices allowed to be used in workplace. These devices must be in good repair. reserves the right to instruct you to remove personal electrical devices at any time.

13. Lifting/Manual Handling:

- Plan the move before lifting to ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as dollies, pallet jacks and trolleys, or get assistance from a colleague.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your colleague.
- Position your feet shoulder-width apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand in an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

14. Asbestos:

- Asbestos is common construction material in older buildings. If you see any materials labelled as containing asbestos or have suspicion to believe the material is asbestos, leave the area immediately and contact a supervisor. Under no circumstances should you disturb any of the materials.

15. Working at Night:

- recognises that some staff may wish to work in the evenings, on weekends, or very early in the mornings. When working outside normal working hours, consideration must be given to the reduced presence of staff throughout the premises. Medium and high hazard activities are inappropriate unless arrangements are in place to avoid lone working. Access to the building outside of normal working hours must be granted by a supervisor. In case of an emergency after working hours, please call: _____.

16. Using Display Screen Equipment (DSE):

- Position your monitor at, or slightly below, eye level. As an exception, bi-focal users should lower their monitors more to avoid tilting their head back while working.
- Move your eyes when viewing the screen as opposed to moving your head. Avoid twisting your body in order to use your computer; set up your workstation to achieve a comfortable position in front of the computer.

- Adjust your computer chair such that your forearms are horizontal to the desk with your elbows at right angles. Keep your wrists flat and in a neutral position whilst avoiding resting your wrists on the desk during typing.
- Adjust your monitors resolution, brightness and contrast to avoid eyestrain.

17. Temperature

- The temperature in workrooms shall be reasonable to the circumstances. For normal environments, the temperature will be at least 16 degrees Celsius. All reasonable steps will be taken to ensure the temperature does not get uncomfortably high.

18. No Smoking

- Smoking is not allowed in any interior area of the building or in any vehicles owned or leased by . Smoking is only allowed in designated exterior smoking areas.
- No smoking signs will be posted conspicuously at the entrance and in certain areas throughout the building.

19. Noise

- will take proper precautions concerning noise in the workplace. Noise risk assessments will be conducted periodically and employees at risk of high noise exposures will be notified of the results in writing. Whenever feasible, noise exposure exceeding 80 dB will be controlled by engineering or administrative means. Proper personal protective equipment, such as ear plugs and ear defenders will be issued to employees in the event engineering controls do not lower noise levels to under 80 dB in the workplace.
- All employees exposed to noise levels of 80 dB or higher will be required to participate in a hearing conservation programme. This consists of audiometric testing, mandatory hearing protection, and safety training.

20. Disabled Persons

- Traffic routes, facilities and workstations will be suitable for employees with disabilities to use. We will make reasonably practicable adjustments to ensure a suitable working environment. Please consult your supervisor if you have specific concerns concerning your work environment.

21. Young Workers

- 's risk assessment will take into account specific characteristics of young workers and the activities they may be assigned. The risks will then be identified and shared with the young worker. Specific safety training will be provided to any worker under the age of 18 and all working hour rules and regulations will be followed. Night work will not be permitted.
- Safety training will also include emergency procedures and permitted work assignments. Additional supervision will be provided to all young workers to ensure their safety. For any questions and concerns on youth workers, please see the safety coordinator, **[INSERT NAME]**.

22. Working Off-Site

- always strives to provide equal opportunities to all employees when it comes to working situations. However, working off-site is not conducive to every employee and position. Position requirements and responsibilities will not change due to working off-site. Workers face the same expectations in relation to professionalism, safety and work output regardless of where their work is being performed.
- As could foreseeably be held responsible for an injury befalling an employee in their off-site work area, reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned in advance for a time convenient for both the inspector and the employee. The safety coordinator, **[INSERT NAME]** will make sure that employees working off-site are given all relevant health and safety information.

23. Blood-borne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.

- In the event that you find spilt bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources or your supervisor immediately for instructions.

24. Staying Safe

- Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when you are unsure reduces the chance of injury.
- These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.
- When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact

1. Tractors

- Always wear a seatbelt while operating a tractor and ensure that the proper Rollover Protection Structure (ROPS) is in place.
- Always wear hearing protection, as not all tractor cabs are soundproof.
- Drive at slow speeds to retain control and maintain the ability to stop suddenly. Reduce your speed when turning and breaking.
- Perform regular maintenance per the manufacturer's instructions.
- Use a wide wheel track on hillsides and sloped ground.
- Put on the hand brake before dismounting.
- Never leave a tractor in a position where it can roll, where it is jacked up or with the starter key in the ignition.
- Dismount every hour for five to 10 minutes to avoid strain injuries.
- Keep the power take-off (PTO), PTO shaft and power input coupling guards in place to prevent clothing or body parts from becoming tangled in any moving parts.
- Make sure that the control lever is easily reachable while sitting to reduce the risk of a PTO injury.
- Do not turn sharply when operating power implements. This can cause the PTO guard cones to break and lower links or tractor tyres can contact the power shaft.
- Fit attachments according to manufacturer's instructions only.
- Only attach implements to the draw bar or mounting points provided by the manufacturer.
- Check the safety pins on towed lift wing implements regularly for wear and tear.
- Ensure that all towed implements guards are in place before operating the tractor.
- Never adjust or perform work on implements when they are in motion.

2. Power take-offs (PTOs)

- Power take-offs (PTOs) transfer power from the tractor to other PTO-powered equipment such as rotary mowers, feed grinders, grain bin augers and balers. PTOs also create a wrap-point hazard. As exposed machine parts rotate, loose clothing can get caught in the moving parts and consequently pull a person into the machine. To prevent wrap-point injuries, you must properly maintain the shielding devices installed on your equipment. To do so, every component of the PTO must be shielded to provide maximum protection.
- Do not remove PTO shields under any circumstances. Though they may make attaching implements tricky, they must be left in place.
- Always replace bent or damaged shield guards.
- Before dismounting from a tractor, disengage the PTO and shut down the tractor engine.
- Do not attempt to engage or disengage a PTO shaft from the rear of a tractor. Only do so while sitting in the tractor seat.
- Avoid wearing baggy clothing. Instead wear fitted clothing and tuck in your shirt to avoid getting garments caught in the PTO or other moving parts.

Remove the drawstrings from jackets, sweatshirts and trousers before wearing them around machinery with moving parts.

- Tie back long hair and do not wear jewellery around wrap-point hazards.

- Never step over, lean across or crawl under an engaged PTO shaft.

3. Tractor Road Safety Precautions

- Signage Recommendations:
 - Place a slow-moving vehicle sign on the rear of the tractor so that motorists can clearly see it as they approach.
- Lighting Tips:
 - Make sure that tractors have headlamps that are constantly illuminated.
 - Any equipment that is towed should have rear-mounted red reflectors.
 - If workers are operating tractors on public roads, they must be equipped with hazard lights. These lights should always be on when the vehicle is on the road.
- Traffic Rules:
 - Use a turn or hand signal when changing lanes, turning, pulling onto the road or stopping. Drivers should signal at least 30 metres before turning or stopping to alert motorists.
 - When travelling on a single-lane or two-lane road that intersects with a multi-lane road, drivers must give way to others travelling on the multi-lane road.
 - Traffic on unpaved roads must give way to motorists on paved roads.
 - Look behind and to the left and right before turning.
 - Apply the brakes before making a turn as opposed to during the turn.
 - Do not park a tractor closer than 15 metres from a railway crossing.
 - Never park a tractor on a roadway.

4. Machinery Dangers

- Shear Points and Cutting Points:
 - Shear points occur when the edges of two objects move close together and can cut soft material (example: auger).
 - Cutting points occur when an object moves forcefully and is able to cut (example: sickle blade).
 - To avoid injuries, remain alert while operating machines with shear and cutting points. Also advise others to look out because some cutting machinery can throw objects while they are in use.
- Pinch Points:
 - Pinch points are created when two rotating objects move closely together, one moving in a circle.
 - Hands and feet can get caught in pinch points, or other body parts can get pulled into pinch points when loose clothing becomes entangled in the machine.
 - To avoid injuries, wear tight-fitting clothing and never reach over or work near rotating parts. Also identify places where pinch points can occur and avoid these areas.
- Wrap Points:
 - When exposed machine parts rotate, they create wrap points. Loose clothing can get caught in the moving parts, and consequently pull workers into the machine.
 - To avoid injuries, shield potential wrap points before beginning your work. If wrap points cannot be shielded, paint them a bright colour as a reminder they need to be avoided.

- Crush Points:
 - Crush points occur when objects move towards one another, and can crush a worker in between.
 - Block equipment to avoid fatal crushing injuries.
- Hydraulic Systems:
 - When servicing, adjusting or replacing parts on machines with hydraulic systems, workers can face high-pressure blasts of hydraulic oil. This can cause injury and can cause burns to the skin.
 - To avoid injuries, do not inspect hydraulic hoses with your hands because the hydraulic fluids can puncture the skin.

5. ATV Safety Precautions

- Read the manual carefully before attempting to ride, and ensure that you understand how to remain safe.
- Never allow others to ride on an ATV with you unless it is specifically designed to accommodate more than one rider.
- Do not carry attachments or loads unless you are trained on how to effectively drive the vehicle while carrying cargo.
- Never operate an ATV while under the influence of drugs and/or alcohol.
- Do not ride on public roads at night when motorists cannot see you as well.
- Wear a helmet that is designed specifically for riding an ATV. Helmets designed for other tasks will not provide the necessary protection from falls because they cannot absorb enough energy upon impact. A proper helmet should also resist blows from sharp objects, stay in place as you ride and provide minimal side vision. Also wear the appropriate eye protection if your helmet does not have a face shield.
- Wear gloves to improve your grip on the controls and to reduce the pressure from holding onto the handlebars.
- Wear boots to protect your feet and legs from debris and to maintain solid footing. This will also help maintain your balance and control.
- Wear long-sleeved shirts and long trousers to protect your skin from cuts and scrapes.
- Scan ahead of you to identify hazards such as rocks, fallen branches, fences, wires and unstable surfaces.
- Be on guard for unexpected hazards such as wildlife and other riders.
- Drive at a moderate speed while taking weather conditions and the terrain into account.
- Shift your weight when making turns and riding up and down hills.

6. Hand Tool Safety Precautions

- Always wear the appropriate eye protection when using hand tools. Safety glasses should be industrial quality.
- Watch out for your fingers when using tools to avoid getting them caught in moving parts or striking them with items such as hammers.
- Avoid horseplay or talking excessively with colleagues. These actions can cause you or someone else to become distracted, which can result in serious injuries.

Keep your work area and your tools clean at all times. Dirty, greasy and oily tools and floors can cause accidents. Clean up spills and scraps on the floor immediately, and make sure that your tools are always tidy.

- Always use the proper tool for the job at hand.
- Make sure that cutting-edge tools remain sharp. If edges get dull, they become dangerous to operate because you must apply excessive pressure to make them cut.

- Before using a cutting tool, remove nails or other objects that may destroy the tool's cutting edge.
- Carry sharp-edge tools and chisels with the cutting edge downward. Also store these items with the sharp edges down as well.
- Avoid using damaged tools. Instead alert your supervisor that they need repair.
- Hold hand tools securely so that they do not slip out of your hand and hit another worker.

7. Grain Auger Safety Precautions

- *Leave a Shield in Place:* Intake screens located at the base of an auger prevent your hands and feet from getting caught between the auger screw and tube.
 - Do not operate driven grain augers in which the shield is missing or damaged.
 - Ensure that screens are in place when using augers with a belt or chain drive system. Without a screen, you run the risk of a company injury.
- *Emptying an Auger:* Always let the auger rattle empty before stopping it to prevent the grain bin from flipping over. This can cause injury to the operator, bystanders and can also damage the machine itself.
- *Look Up When Moving:* Ask a colleague to watch out for power lines when moving grain augers, especially at bin sites.
- *Adjust Heights Carefully:* Grain augers can only be raised to a certain height safely, and many do not have stops at the end of the track.
 - Never raise an auger above its recommended height; use a longer auger if you need more height.
 - Watch out to make sure that the supports do not come to the end of the track and cause the auger to come crashing down.
- *Let Go of the Crank:* Do not grab a height-adjusting crank if it gets out of your grasp. The auger will come down fast, but you could break an arm trying slow the crank.
- *Block Augers in Place:*
 - To avoid rolling or moving, block a grain auger in place in front of and behind the wheels.
 - Anchor the bottom end of an auger to the ground.
 - Place augers at ground level on a stable surface.
- *Other Precautions:*
 - Wear tight-fitting clothing when working near grain augers. Loose clothes can easily become entangled in moving parts.
 - Stop an auger if debris such as straw or chaff gets stuck. Remember to never use your hands or feet to remove the debris.

8. Equipment Transport

- Do not load and unload equipment by yourself; always work with a partner.
- Secure machinery on trailers before proceeding.

1. Pesticide Storage, Transport and Disposal

- Store chemicals in a well-ventilated, well-lit area with a locked entrance. Check SDSs regarding the proper storage procedures for each chemical.
- Store chemicals away from PPE, especially respirators.
- Keep incompatible chemicals away from one another.
- Be mindful that some chemicals contain solvents that can escape into the air and release harmful vapours unless their containers are properly sealed.
- Store chemicals only in their original manufactured containers with the original labels. If a chemical's label should come off, replace it immediately.
- Do not transport chemicals near food, water or incompatible chemicals.
- Secure chemicals in their proper containers on the vehicle before proceeding so they cannot move, fall or break.
- Keep a detailed record of the chemicals you are transporting.
- While transporting hazardous substances, bring the appropriate PPE for safe handling.
- Before dumping any chemical, read through the SDS and the manufacturer's label regarding toxicity to animals and plants. Also note the proper way to dispose of any leftover substances and the container.

2. Exposure:

- If a colleague is exposed to a toxic chemical, consult the SDS and the product label, as the correct response is as important as taking immediate action. If the injured or ill person is having trouble breathing, is having convulsions or is unconscious, provide the necessary first aid and call 9-9-9. Even if the injured or ill person does not have any of the symptoms listed above, consult a medical professional. They can then give you the correct directions on how to properly treat the injured or ill person.

3. Livestock Handling Precautions

- Livestock such as cattle, sheep and horses have broad, panoramic vision but very limited depth perception. Therefore, they can see all the way around them, except for the area around their noses and in the rear. To livestock, shadows appear as holes and moving distractions can cause them to be easily frightened. To avoid scaring livestock as you work with them, approach them slowly and not directly from behind.
- Remove flapping objects from the area while handling livestock. Unexpected moving objects like a cloth swinging in the wind or fan blades can trigger animals to become surprised.
- Do not yell while handling or herding livestock because loud noises can cause them to become stressed and act violently.
- Keep the facility clean and free of clutter so there will be plenty of space to move around in if an animal gets out of control.
- Paint handling facilities in one colour since livestock can perceive colour and multiple tones can cause stress. Also, be wary that a sudden change in colour may cause animals to become startled.

4. Manure Pit Gas Precautions

- Hydrogen Sulphide:
 - Gas is heavier than air and causes dizziness, unconsciousness and even death.
 - At low concentrations, it smells like rotten eggs. At high concentrations, your sense of smell is deadened so no odour is detected.
- Carbon Dioxide:
 - Gas is odourless, tasteless and heavier than air.

- Causes unconsciousness and death upon exposure.
- Ammonia:
 - Gas is lighter than air and has a pungent smell, which can irritate the eyes and respiratory tract.
- Methane:
 - Gas is lighter than air and creates an explosive atmosphere.

5. Manure Pit Safety Recommendations:

- Never enter a manure pit unless absolutely necessary and only when proper safeguards have been taken.
- Never enter a manure pit by yourself. Always have a colleague standing by as a spotter.
- Label the manure pit and manure storage areas to warn others of the gas hazards.
- Obtain and use monitoring equipment to determine the level of gases present in the manure storage area. If the gas levels are dangerous, leave immediately and contact your supervisor for further instructions.
- Wear a self-contained breathing mask when entering a manure storage area.
- Wear a safety harness when entering a manure pit while a colleague stands outside to monitor your progress.

6. Ammonia-Specific Safety Precautions

- Ammonia is extremely corrosive to the eyes, skin and lungs.
- To reduce your risk of overexposure, use only the amount and concentration required for the task at hand.
- Store ammonia in a cool, dry area far away from chlorine, acid, oxidisers and metals. Be especially careful to avoid mixing chlorine and ammonia, as this can produce an even more toxic gas.
- Always use products containing ammonia in a well-ventilated area to avoid overexposure. Also consider wearing an air-supplied respirator in areas with high concentrations of ammonia. Know where these protective items are located in the workplace in case you need them quickly.
- Always inspect storage facilities and processing equipment to prevent exposure and accidental leaks.
- Watch for signs of skin contact with ammonia – redness, pain, burns and irritations. To prevent exposure, wear gloves and a lab coat or coveralls. If your clothes are accidentally splashed, remove them immediately and wash your skin for 15 minutes.
- Consider wearing splash goggles or a face shield to protect your eyes against ammonia exposure. If exposed, flush your eyes with water for 15 minutes and then seek immediate medical treatment.

7. Harvesting Safety Precautions

- Get your equipment harvest-ready during the off-season to ensure that it is in the proper working order before you need to start the work.
- Before the season begins, review operation manuals and maintenance guidelines for all machinery.
- Make sure all guards and shields are secured.
- Inspect the fields for changes since the last harvest. This may include excess debris, tree limbs or driving hazards such as holes and ditch formations.
- Remove items that pose hazards such as stumps and stones, or mark hazard areas that cannot be moved.
- Plan your harvest so that your equipment will travel downhill on a steep slope to avoid overturns.
- Clean hydraulic hoses and repair any damages before the season begins

- Check the slip clutch, roll scraper and rear gate latch to make sure that these parts are adjusted properly.
- Inspect all machines to make sure they are hooked up properly. Operating a mower at excessively high speeds can cause machine malfunctions that could potentially result in injuries.
- Check the lights and warning reflectors on all equipment. Also clean the slow-moving vehicle sign on the rear of all vehicles to ensure high visibility.

8. Big Bale Handling Precautions

- Pre-Harvest Precautions:
 - Inspect the tractor-baler combination and make sure that all the shields are in place. This is especially important for the PTO shield.
 - Remove excessive grease or grass build-up on all moving parts to avoid an unnecessary fire hazard.
 - Chock the baler wheels, lock the tractor brakes and remove the key from the ignition when servicing equipment.
 - Thoroughly clean the baler to remove any debris.
 - Check for loose or missing bolts, screws, nuts, guards or bent teeth periodically.
 - Replace any bent or missing pickup teeth to ensure that feeding will go smoothly.
 - Inspect belts and chains periodically for wear and service them as needed.
 - Ensure that hydraulic hoses are clean and in good condition before the season.
 - Check the lights and warning reflectors on all vehicles. Also make sure that your machinery is equipped with a slow-moving vehicle sign to warn other vehicles of your speed.
- Crop Preparation and Baling:
 - When working on rough terrain or hillsides, avoid holes and other obstacles that could tip a windrower or throw you off the machine.
 - Inspect the terrain and crop density to determine the windrower speed.
 - Be mindful that the more you have to unplug the machinery, the greater the chance of an accident.
 - Always disengage the PTO and shutoff the engine before attempting to unplug a bailer.
 - Do not feed material into the baler with your hands or feet; your limb(s) could get pulled into the machine.
- Making Hay:
 - Before transporting hay to the field, check to make sure the brake pedals are joined together.
 - Check the tyre pressure on the baler and tractor to avoid equipment drift on slopes in the field.
 - Do not leave the tractor seat when the engine is running.
 - Always make sure the area behind the baler is clear when ejecting a bale. Also, avoid ejecting bales on downward slopes, as they may continue to roll.

1. Heat-Related Illnesses

- Wear light-coloured clothing and a hat.
- Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
- Drink water frequently—rehydrate at least every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Watch for the following signs and symptoms of heat-related illnesses:
 - Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhoea, seizures, confusion or unconsciousness.
- Treat heat illness as soon as possible by doing the following:
 - Heat cramps – Move to a cooler area and drink approximately 235 mL of water every 15 minutes. Follow up with a medical examination.
 - Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately 235 mL of water every 15 minutes. Follow up with a medical examination.
 - Heat stroke – Call 9-9-9 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

2. Cold Weather Illnesses

- When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
- Watch for the following signs of cold-related illnesses:
 - Uncontrollable shivering
 - Slurred speech
 - Clumsy movements
 - Fatigue
 - Confused behaviour
- Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - Inner layer – synthetic weave to keep perspiration away from the body.
 - Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - Outer layer – material designed to break the wind and allow for ventilation.
- Wear a hat to avoid losing almost 40 per cent of your body heat.
- Place heat packets in gloves, vests, boots and hats to add heat to the body.
- Watch out for the effects of cold temperatures on common body functions such as:
 - Reduced dexterity and hand usage

- Cold tool handles reducing your grip force
- The skin's reduced ability to feel pain in cold temperatures
- Reduced muscle power and time to exhaustion

3. Contact with Insects, Bees and Rodents

- Do not touch rodents, even if they look dead.
- Steer clear of animals in nests or dens.
- Never pick up, disturb or corner a snake – move away quickly.
- Do not pick up or disturb a spider.
- Wear the appropriate repellents for animals you may come in contact with.
- Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long trousers and high boots.
- Tuck your trousers into your boots and be mindful of exposed skin on your neck, wrists and ankles.
- Do not wear cologne or perfume, which may attract animals.
- Properly control and dispose of food and rubbish in your work area to avoid attracting pests.
- If you are allergic to any insects, keep medication with you at all times. Alert colleagues of your allergy so they can assist you in the event of an emergency.

1. General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 999
 - Internal Emergency Number **(Insert number if applicable)**
 - Human Resources **(Insert number if applicable)**
 - Page **(Insert number and instructions if applicable)**
- Know where the exits are located.
- In the event of any emergency, do not take lifts; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not 'get in trouble'.
- First aid supplies and emergency equipment are located **(insert location)** for use by those who are authorised and properly trained.

2. Evacuation

- Employees will be notified of a possible fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a possible fire, employees should immediately evacuate the jobsite. Do not delay evacuation to get personal belongings or to wait for colleagues. All doors should be closed as the last person passes through.
- Supervisors should be the last persons to leave the area. Check the jobsite to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire service officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a jobsite or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

3. Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **(insert name)** to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - **P**=Pull the safety pin.
 - **A**=Aim the nozzle at the base of the fire.
 - **S**=Squeeze the operating lever.
 - **S**=Sweep side to side covering the base of the fire.

- When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.
- Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.
- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire service.

4. Medical Emergency

- Upon discovering a medical emergency, call 999.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send an employee to the entrance or the road to await the emergency services and to direct them to the appropriate area.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Supervisors will make any necessary notifications to family members of the person suffering the medical emergency.

5. Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page the following announcement: **[insert announcement]**. This announcement will be repeated three times.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

6. Workplace Violence

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to Human Resources.
- If any person is observed exhibiting threatening behaviour or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behaviour.
- Depending upon the level of concern, the police department (999) should be called immediately.
- Never attempt to confront any person exhibiting threatening behaviour.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

1. All employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. If there are any substances hazardous to your health in the workplace, a COSHH risk assessment will be performed. Employees will be informed and trained on steps to eliminate, reduce and control exposures. This COSHH risk assessment will be conducted and reviewed periodically by: **[INSERT NAME]**.
2. Employees working with hazardous substances will receive on-going health surveillance. The following jobs at involves working with hazardous substances: **[INSERT JOBS, IF ANY]**.
3. Safety Data Sheets (SDSs) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards, and general safe handling guidelines. At , the SDS collection is located at **[INSERT LOCATION]**. Employees are free to utilise the SDS as needed.
4. All chemical containers must be labelled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background colour) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?
5. After each hazard (Fire, Health, Reactivity), a number from 0-4 will be assigned. The number reflects the degree (or amount) of hazard:
 - **0** - Minimal
 - **1** - Slight
 - **2** - Moderate
 - **3** - Serious
 - **4** – Severe
6. General rules for handling chemicals are:
 - Read all label warnings and instructions.
 - Do not mix chemicals unless authorised to do so.
 - Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.
 - Minimise contact with chemicals. Use Personal Protective Equipment to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to Human Resources.
7. Access to Employee Exposure & Medical Records
 - Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by upon request.

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimise the impact from regulators, such as HSE.

1. Be prepared to talk to local police officials, investigators, coroners, and HSE compliance officers. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. Operate under the assumption that the HSE will investigate. Take steps to be sure that your entire facility is as prepared as possible.
2. If an incident occurs, have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transport and/or other support. For example, providing a representative at the hospital will convey the company's concern.
3. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
4. Render safe any hazards created by the accident scene—ie potential falling materials, leaking chemicals, etc. Rope off or otherwise isolate the accident scene early on to prevent it from becoming a 'tourist attraction'.
5. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
6. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, number plate numbers, etc.
7. Follow 's procedure for blood-borne pathogens in cleaning any bodily fluid spills.
8. Consider meeting with employees in small groups to discuss, in general terms:
 - The serious accident that occurred.
 - That all the necessary steps were taken to care for the person involved.
 - That an accident investigation is being performed.
 - That all employees will be kept informed.
 - The availability of the Employee Assistance Programme (EAP) (if applicable).

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work. also has an administrator, [INSERT NAME], who will work with you to see whether you are eligible for Statutory Sick Pay.

wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work programme, which includes transitional or light duty work. The Return to Work programme is temporary, not to exceed six months.

Employee Procedures

1. All work-related injuries should always be reported immediately to your supervisor.
2. If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected. **[DELETE IF COMPANY DOES NOT HAVE DRUG SCREENING]**
3. You must complete and sign a Report of Injury or Illness form. Have your doctor complete a Statement of Fitness for Work (FIT note) and submit it to your supervisor.
4. Under this programme, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
5. If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty.
6. Employees who are unable to work and whose absences approves must keep us informed on a weekly basis of their status. Failure to do so will result in discipline, up to and including termination from employment.
7. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
8. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with. Any form of harassment related to an employee's race, colour, sex, religion, national origin, age, handicap, or any other protected class is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, colour, sex, religion, or national origin; sexual advances; requests for sexual favours and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to guidelines as:

1. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:
2. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
3. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
4. *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include but are not limited to:

1. Unwelcome sexual flirtation, advances, or propositions.
2. Verbal comments related to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation.
3. Explicit or degrading verbal comments about another individual or his/her appearance.
4. The display of sexually suggestive pictures or objects in any workplace location including display via computer.
5. Any sexually offensive or abusive physical conduct.
6. The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures.
7. Displaying cartoons or telling jokes that relate to an individual's age, race, gender, colour, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given 's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

To: All drivers of

Effective: **[INSERT DATE]**

This policy applies to:

1. Vehicles owned, leased or rented to .
2. Personally owned vehicles driven by employees on behalf of .

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and .

1. All drivers must have a valid driving licence.
2. Only employees authorised by are permitted to operate vehicles.
3. Driving records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver', your employment may be terminated.
4. Your supervisor must be notified of any change in your licence status or driving record.
5. No 'side trips' or personal use of company vehicles are permitted.
6. Seatbelts/shoulder harnesses must be worn whenever the vehicle is in motion.
7. All traffic regulations and signs must be followed.
8. No unauthorised riders, hitchhikers, etc, are allowed.
9. Driving while under the influence of alcohol or other drugs is forbidden.

When operating your **own** vehicle for business:

1. Your Personal Motor Vehicle Liability insurance is the primary payer. Ensure that your personal policy covers business use of the vehicle.
2. You should carry at least £**(insert amount)** per occurrence liability cover. Evidence of insurance cover is to be provided to each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
3. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive cover.
4. Report your mileage for expense reimbursement.

In the event of an accident:

1. Take necessary steps to protect the lives of yourself and others.
2. Comply with police instructions.
3. Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
4. Report the accident to as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee Signature

Date

is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and .

You are encouraged to report any unsafe work practices or safety hazards encountered on-site. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance with all applicable UK regulations and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Health and safety Control policies and programmes. will conduct periodic risk assessments and record the significant findings in order to monitor and prevent workplace accidents.
2. Health and safety controls are a major part of our work every day.
3. Accident prevention is good business. It minimises human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all health and safety regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where health and safety are concerned.
6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to health and safety in the workplace. Towards this end, management must monitor the company's health and safety performance, working environment, and conditions to ensure that programme objectives are achieved.
7. Our safety programme applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of 's employee safety manual. I have read and understood all policies, programmes, and actions as described, and agree to comply with these set policies.

Employee Signature

Date