

# Montana Ag Safety Program



## *Employee Orientation and Training Manual*

**Farm or Ranch/Business Name** \_\_\_\_\_ is committed to the safety and health of our employees, customers, and work sites. We are responsible for providing the resources necessary for employees to follow the **Montana Safety Culture Act** and other safety regulations related to our work. We will strive to set expectations for continual improvement as a safe Montana farm/ranch.

**Farm or Ranch/Business Name** \_\_\_\_\_ will participate in establishing and maintaining an effective safety program in accordance with the requirements of the **Montana Safety Culture Act** this includes:

- Provide each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular job duties.
- Provide job- or task-specific safety training appropriate for employees before they perform the job or task without direct supervision.
- Provide regular refresher training.
- Develop awareness and appreciation of safety through newsletters, periodic safety meetings, posters and safety incentive programs.
- Provide periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established, and thereafter as appropriate to the business operations, but at least annually.
- Including documentation of performance of activities for at least three years.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace.

# *Safety Policy Statement*

**Farm or Ranch/Business Name**

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- It is our policy to develop and maintain a safety program to foster a safe working environment for all of our employees.
- It is our goal to mitigate and prevent work related injuries and accidents.
- The prevention of occupational injuries and illnesses is to be given top priority at all times.
- Suggestions to improve our safety program from our employees are welcome.
- Employees are required to report and address unsafe work conditions, practices, procedures, and activities immediately.
- We believe in the dignity and importance of our employees and their right to derive personal satisfaction from their job.
- All of our employees are part of and important to our safety program.
- By accepting mutual responsibility to operate and work safely, we believe will result in a much safer work environment.

*Cultivating a culture of safety.*

## Farm/Ranch Emergency Contacts

\* FOR EMERGENCIES DIAL 9-1-1\*

Manager: \_\_\_\_\_ Address 1: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_ Latitude/Longitude: \_\_\_\_\_  
Other: \_\_\_\_\_  
Sheriff: \_\_\_\_\_ Address 2: \_\_\_\_\_  
Fire Department: \_\_\_\_\_  
Poison Control: 1-800-222-1222 Latitude/Longitude: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

## General Workplace Safety

- Arrive at work on time, alert, and without distractions.
- Anyone under the influence of alcohol and/or drugs will not be allowed on the job.
- Wear appropriate clothing. Use protective equipment appropriate for the task.
- Work as a team member.
- Store all materials safely.
- Keep work areas clean and uncluttered.
- Observe all hazard warnings.
- Respect designated no smoking areas.
- Promptly seek medical treatment for injuries.
- Know the location of fire extinguishers and first aid kits.
- Never cut corners or skip steps. Always follow the correct procedure.
- Use caution when operating vehicles and other motorized equipment.
- Only operate equipment authorized and trained to use.
- Practice proper lifting. Avoid lifting and turning at the same time.
- Report hazardous conditions, unsafe acts, property damage, injury, or illness to the supervisor ASAP.

### Farm/Ranch Accident Management Procedure

1. Is the accident scene safe to approach? Consider fire, electricity, chemicals, unstable building/machinery, etc. If no, GO FOR HELP.
2. Stabilize the victim as much as possible. Then, GO FOR HELP. If hazards are involved address those hazards to avoid further injury. Think ABC; Airway, Breathing, Circulation.
3. Remove the victim ONLY if imminent danger exists. NEVER operate unfamiliar machinery to remove the victim. GO FOR HELP.
4. Report accident according to approved procedure.

# Employee Guidelines

## - Absence or lateness

- Contact **Contact Person** ASAP to notify of any lateness or absence - **Phone Number**

## - Dress and appearance

- Safety is a priority at **Farm or Ranch/Business Name**. Wearing appropriate clothing is crucial to being safe. This should include but is not limited to pants, long sleeves, boots, hat, gloves, and weather-appropriate items.

## - Drugs and Alcohol

- No employee will work or report to work under the influence of any drugs and/or alcohol. ANY VIOLATION OF THIS POLICY CONSTITUTES CAUSE FOR DISCIPLINE, INCLUDING IMMEDIATE TERMINATION OF EMPLOYMENT.
- Over-the-counter (OTC) and perscription medications will be reviewed on a case-by-case basis.

## - Lunch

- Every employee is entitled to an hour lunch break. Please use this hour when convenient to rest and be ready for the rest of the day's work.

## - Employee Conduct

- Employees of **Farm or Ranch/Business Name** have the obligation to positively represent the farm/ranch. Courteous, respectful, and responsible behavior at work is required. It is the expectation that every employee will respect the rights, property, and privacy of the farm/ranch and its employees.

## - Personal and Medical Leave

- Time off should be requested at least two weeks in advance.
- If employees are unable to work due to illness or injury, unpaid medical leave for up to two months as required by state law is permitted.

## - Termination

- **Farm or Ranch/Business Name** seeks to minimize employee turnover. Employment exists at the will of both **Farm or Ranch/Business Name** and said employee. Unless prohibited by law, either party may terminate at any time with appropriate notice. **Farm or Ranch/Business Name** will provide ten days' notice of any planned layoffs.
- **Farm or Ranch/Business Name** policies and procedures do not constitute a contract, nor an implied contract, and these procedures may be changed or withdrawn according to the discretion of **Farm or Ranch/Business Name**.

## - Probationary Period

- **Farm or Ranch/Business Name** institutes a 90-day probationary period.

## - Questions, comments, or concerns

- **Farm or Ranch/Business Name** has an "open door policy." Please bring any questions, comments, or concerns to management.

## - Fire Exintguishers and First Aid Kits

- All employees will know the location and proper use of fire extinguishers and first aid kits.

# Task-Specific Training

Safety training for employees will be conducted before they perform their job or task without direct supervision. This training will include:

- Specific safety rules, procedures and hazards of the tasks specified on the orientation form.
- Identification of the employer's and employee's responsibilities regarding workplace safety.
- Conducted by personnel knowledgeable of the tasks.
- Conducted when the safety program is established, job assignments change, new substances are introduced into the workplace, and when a new hazard is identified.

# Refresher Training

Regular refresher training will be conducted as outlined below:

- Be held on an annual basis and when necessary, throughout the year.
- Contain material to maintain/expand knowledge and awareness of safety issues in the workplace.

# Awareness and Appreciation for Safety

**Farm or Ranch/Business Name** \_\_\_\_\_ will provide a system for the employer and employees to develop an awareness and appreciation of safety. This will include:

- Subscription to Montana Agriculture Safety Program's monthly safety email.
- Periodic safety meetings.
- Posters and signs.
- Safety incentive programs, when appropriate.

# Hazard Assessment

It is the responsibility of **Farm or Ranch/Business Name** \_\_\_\_\_ and its employees to provide periodic self-inspections for hazard assessment. Hazard assessment is performed as often as appropriate for business operations, but at least annually. This assessment will:

- Identify hazards and unsafe conditions.
- Identify corrective action needed.
- Document corrective action taken.

# Documentation

All activities listed above will be documented and this documentation will be kept for three years.

- Documentation will include: date, time, location and description of training, inspections and corrective actions.
- Participants involved with training, inspections, and trainers will be identified.

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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Montana Ag Safety Program**