

# Health and Safety Policy



February 2024

FCEF Friends of the Central Experimental Farm  
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## **FCEF Health and Safety Policy**

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## *Introduction*

The Health and Safety Policy (Version HSP-2402-001) was developed by the Board of Directors of Friends of the Farm® for the protection and well-being of all the volunteers and employees in the execution of their activities with Friends of the Farm. Their best interest was a prime consideration in establishing procedures and standards of care.

## *Health and Safety Policy*

The Board of Directors of Friends of the Farm is committed to providing a healthy and safe working environment to the extent possible within our mandate. This includes promoting health, safety and well-being awareness; providing information; and monitoring and resolving safety hazards on an ongoing basis.

The Board of Directors is responsible for ensuring these objectives are met; acting when issues or complaints are reported; and implementing new initiatives when necessary. All volunteers and staff are responsible for following this policy; staying vigilant about their environment; and reporting any health or safety concerns to their Team Leaders or the Volunteer Director as soon as possible. Each volunteer is expected to make the best decisions for their personal health and safety. By working together as a team and looking out for each other, we can all carry out our volunteer work safely and fully appreciate the enjoyment of contributing to the beauty and serenity of the Farm.

Approved by the Board of Directors of FCEF Friends of the Central Experimental Farm:

Feb. 21 2024

(Date)

Signatures:

President

Eric Jones

Eric Jones

Chair, Health and Safety Committee

Christina Fiedorowicz

Christina Fiedorowicz

## *Volunteers*

Some volunteers work in the Arboretum, the Ornamental Gardens or the Merivale Shelterbelt; others work the various events; and still others work on administrative tasks or special projects all contributing to a total of about 9,000 hours or more each year. These devoted volunteers are the heart and soul of the Friends of the Farm and critical in maintaining the beauty of this National Historic Site. The goal is to keep all the volunteers of the Friends of the Farm as safe as possible by minimizing the risk of injury or unpleasant incidents so everyone can enjoy their time and the work they perform on the Farm.

Each volunteer is expected to make the best decisions for their personal health status and should feel completely comfortable in doing so.

### **Adult Volunteer Form and Waiver:**

As part of the application process to become a volunteer with the Friends of the Farm, the [Volunteer Form](#) is completed along with the Waiver. Of significance is this statement in the Waiver: “I also declare that I am **physically capable** of participating in the FCEF’s volunteer program.” This Waiver also includes a limitation of liability and release.

### **Youth Volunteers:**

The Friends of the Farm accepts youth volunteers aged 14-18 years with the permission of their parent or guardian. The Volunteer Form and Waiver for Youth Volunteers can be found [here](#).

### **Updated Contact Information:**

All volunteers need to provide contact information to be used in the event of an emergency. Keeping the contact information **up-to-date** is important. It must be reviewed at the beginning of the season for the volunteer gardeners and during the preparation of the events for the event volunteers. Any changes need to be brought to the attention of the Team Leaders who will inform the Volunteer Coordinator.

### **Gear for Garden Volunteers:**

Must have:

- Closed shoes
- Water
- Gloves



Recommended:

- Hat
- Sun protection
- Insect protection
- Updated tetanus vaccination
- Other – depending on the work nature and location, Team Leaders will provide advice



### **Alcohol and Non-medical Drug Use:**

Alcohol and non-medical drug use are prohibited. Anyone obviously under the influence will be asked to leave the premises.

### **Respectful Behaviour:**

**Policy for Respectful Behaviour: All volunteers and staff of Friends of the Farm must be treated with respect and dignity. Consequences for disrespectful behaviour are at the sole discretion of the Board of Directors of Friends of the Farm.**

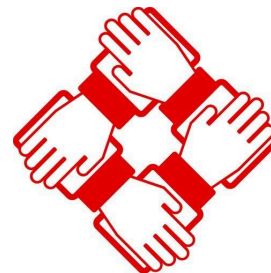
**Policy for Harassment and Violence Prevention: The Board of Directors of Friends of the Farm acknowledges its responsibility to help prevent incidents of harassment and violence and to support and assist any of its volunteers or employees encountering harassment or violence by other volunteers; staff of Friends of the Farm; staff of Agriculture and Agri-Food Canada; or members of the public visiting the Farm.**

The Board has a **Code of Conduct** which can be found in [Friends of the Farm Volunteer Code of Conduct](#). If any volunteer feels they have been subjected to disrespectful behaviour, they should discuss this with the Garden Team Leader, Event Team Leader, or the Director of Volunteers. Employees should contact the President or other designated member of the Board of Directors.

**NOTE:** Each volunteer must sign the Waiver with the Volunteer Form application before volunteering which clearly states that all volunteers of Friends of the Farm participate at their own risk and they acknowledge that the Board of Directors of Friends of the Farm shall not be liable in any way for loss or injury resulting from or in connection with their participation.

## Team Leaders

The role of Team Leaders is to coordinate and plan the activities of volunteers on their team.



Their responsibilities with respect to health and safety are to ensure the following are on the work site and available for use:

- First Aid Kit
- Cell phone
- Directions to give to First Responders (to be found in the First Aid Kit)
- Contact information

The Garden Director will:

- Check First Aid Kits periodically to ensure they are complete
- Receive and act on reports of broken or unsafe tools/equipment

### CHECKLIST FOR GARDEN TEAM LEADERS

Team Leader Name \_\_\_\_\_

Team \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ First Aid Kit # \_\_\_\_\_

\_\_\_\_\_ Cell Phone

\_\_\_\_\_ Emergency Contact Information: Name, Phone number and email address

\_\_\_\_\_ Incident Report Form (in a binder with the First Aid Kit)



**CHECKLIST FOR EVENT TEAM LEADERS**  
**Event/Activity Title** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Primary onsite event/activity leader:**  
**Name** \_\_\_\_\_  
**Cell Phone** \_\_\_\_\_  
**Alternate onsite event/activity leader:**  
**Name** \_\_\_\_\_  
**Cell Phone** \_\_\_\_\_  
**Description of event/activity** \_\_\_\_\_  
 \_\_\_ **First Aid Kit #** \_\_\_  
 \_\_\_ **Cell Phone**  
 \_\_\_ **Address of the event/activity**  
 \_\_\_ **Emergency Contact Information: Name, Phone number and email address**  
 \_\_\_ **Incident Report Form (in a binder with the First Aid Kit)**

**First Aid Kit:**

The Team Leader will ensure that a well-equipped First Aid Kit is available at the work site in the event of a medical incident. The most frequently required items are placed at the top of the kit in a Ziplock baggie for quick access when the kit is opened.

Each kit is numbered which will make it easier to identify kits that need replenishing following an incident.



A checklist of First Aid Kit Contents Can be found in **Appendix 1**.

### Phone:

The Team Leader will ensure that a cell phone is available at the worksite in the event of any emergency, medical or otherwise.

### Directions for First Responders:

Should there be an emergency which requires a 911 call for an ambulance or other emergency vehicle, a written description of directions to be given to emergency responders for the various worksites is included in **Appendix 2**. The worksites do not have a specific address so the directions should facilitate an emergency vehicle locating the site as quickly as possible. A member of the team should be positioned to watch for the emergency vehicle to flag them and point them in the right direction e.g., someone could wait at the traffic circle; at the entrance to the museum parking lot; or for the Shelterbelt, at the intersection of Merivale Road and Central Park Drive.

### Emergency Contact Information:



As noted, each volunteer provides the name and information of an individual to be contacted in the event of an emergency on the initial Volunteer Form and this needs to be kept up to date. The Garden Team Leaders are required to carry out a review at least at the beginning of each season for the gardeners and the Event Team Leaders are required to review the accuracy during the preparation for each event. The Volunteer Coordinator will maintain the volunteer database.

**Emergency Procedures:** Most of the medical incidents have involved minimal care such as band aids for a cut. However, in the event of serious incidents, the Team Leaders need to **call 911 and follow the advice of the dispatcher**. Buildings 72 and 77 each have First Aid kits, an eye wash station, Automated Emergency Defibrillators (AED) and a stretcher which could be accessed in an emergency.

### Incident Report:

In the event of any serious medical or safety incident, the Incident Report, which can be found in **Appendix 3**, will be completed and submitted to the Volunteer Coordinator who will follow up with any actions that may be required.

### Security:

There may be incidents when it is best to refer to Farm Security such as a coyote or dog exhibiting threatening behaviour or members of the public being disrespectful or threatening. Contact phone number for Farm Security is 613 759 1985. If there is a crime in progress or the situation warrants Police help, call 911.

**Health and Safety Policy Awareness: Team Leaders will receive information on the Health and Safety Policy and share it with the volunteers. The Health and Safety Policy will be on the Friends of the Farm website.**



## *Workplace Conditions*

Gardening activities are cancelled by the Team Leaders when weather conditions are considered a health or safety risk. Extra caution is advised following wet weather or working during light sprinkles to avoid slipping and falling. If a volunteer feels they need to rest or finish the day early, they should feel free to do so. It is important to emphasize that each volunteer is responsible for making the best choices for their own health and safety.



### **Temperature:**

There are a number of factors that impact temperature including: relative humidity, air movement, sun exposure, how physically demanding the job is, how acclimatized the worker is to the conditions, what clothing is worn and the work/rest regimen. As well, pre-existing medical conditions can affect the impact of heat on one's physical health.

**Policy for Temperature: It is recommended that outdoor activities are to be stopped or cancelled in advance when the humidex rating is 35 degrees (Celsius) or higher.**

**Policy for Inclement Weather: Outdoor activities are to be cancelled in advance when heavy rain or other inclement weather is expected or work is terminated if bad weather closes in when on site.**

### **Heat stress:**

Heat stress is a concern when working outdoors in the summer months and can result in a serious threat to health. Heat illness is caused either by over-exposure to heat or over-exertion in the heat.

**Extreme Events:**

Various more serious events, such as severe storms, tornadoes, or earthquakes, may occur while volunteers are working on site. In such cases, all volunteers should seek shelter as soon as possible. In some emergency situations the farm staff may use an air horn to give a warning.

**Air Quality Health Index (AQHI):**



There is no one standard AQHI rating that is recommended by climatologists for all situations; rather, it is suggested that each organization select their own standard, depending on their circumstances.

**Policy for Air Quality Health Index: Outdoor activities are stopped or cancelled in advance when the Air Quality Health Index reaches a rating of 7-8, which is within the high-risk range.**

**Safe Equipment:**

Tools are provided. Tools and equipment supplied by the Friends of the Farm will be regularly checked to protect against such potential hazards as pinch-points, shear-points, and free-wheeling parts. Correct handling and placement of tools is also a safety factor e.g., rakes placed with tines down to avoid accidents.

**Hazards:**

This refers to exposure to insects, poisonous plants, animals, and other hazards such as syringes.

**Ticks** are a concern as they may carry Lyme Disease. Consulting a physician in any event is advisable as one may not be certain of how long a tick has been attached. Long pants and long-sleeved shirts, along with garden gloves, are advised especially in higher risk areas such as the Arboretum.



**Mosquitos.** The use of proper insect repellent is suggested, as well as clothing with long pants and sleeves, shoes and socks. Mosquitos may transmit the West Nile Virus.

**Plants** such as Wild Parsnip (Poison Parsnip) and Poison Ivy are to be avoided. These plants may exist on the Farm. Washing immediately is recommended as soon as possible if one comes in contact with Poison Ivy. There are other plants that may cause reactions for some individuals.

**Common Hazards to Avoid**



**Poison Ivy**

**Wild Parsnip**



**Mosquitoes: West Nile Virus**

**Ticks: Lyme Disease**

**Animals** living on the farm include coyotes and foxes. Also, dogs are frequently off leash. It is advised that no one approaches these animals.

**Musculoskeletal Injuries:**

Each individual must make their own decisions as to whether they are capable of engaging in specific physical tasks such as repetitive bending, stretching and pulling when weeding, carrying heavy loads like boxes of books or rocks, or standing for several hours during events such as sales.

## *Concluding Comments*

Since this is a newly developed policy, it is recommended that it be reviewed in one year's time from the initial Board of Directors adoption and that the review seek input from volunteers from the garden teams and event teams, Garden and Event Leaders as well as Board members.

**Policy for Best Practices: A designated member of the Board of Directors of Friends of the Farm will continue to seek up-to-date information on best practices.**

**Policy Review: A comprehensive review of the Health and Safety Policy is to be carried out every three years. Changes in climate, health hazards and other factors may vary over time and require accommodation.**

The Friends of the Farm assures volunteers and staff members that the Board of Directors and Team Leaders have their health, safety and well-being as a priority. Many people enjoy the beauty and serenity of the Farm and each individual contribution is valued.

## **Volunteers of Friends of the Farm**

### **The Value of One, The Power of Many**



## *Summary*

### **Health and Safety Policy**

The Board of Directors of Friends of the Farm is committed to providing a healthy and safe working environment to the extent possible within our mandate. This includes promoting health, safety and well-being awareness; providing information; and monitoring and resolving safety hazards on an ongoing basis.

**Respectful Behaviour:** All volunteers and staff of Friends of the Farm must be treated with respect and dignity. Consequences for disrespectful behaviour are at the sole discretion of the Board of Directors of Friends of the Farm.

**Harassment and Violence Prevention:** The Board of Directors of Friends of the Farm acknowledges its responsibility to help prevent incidents of harassment and violence and to support and assist any of its volunteers or employees encountering harassment or violence by other volunteers or staff of Friends of the Farm; staff of Agriculture and Agri-Food Canada; or members of the public visiting the Farm.

**Health and Safety Policy Awareness:** Team Leaders will receive information on the Health and Safety Policy and share it with the volunteers. The Health and Safety Policy will be on the Friends of the Farm website.

**Temperature:** It is recommended that outdoor activities are to be stopped or cancelled in advance when the humidex rating is 35 degrees (Celsius) or higher.

**Inclement Weather:** Outdoor activities are to be cancelled in advance when heavy rain or other inclement weather is expected, or work is terminated if bad weather closes in when on site.

**Air Quality Health Index:** Outdoor activities are to be stopped or cancelled in advance when the Air Quality Health Index reaches a rating of 7-8, which is within the high-risk range.

**Best Practices:** A designated member of the Board of Directors of Friends of the Farm will continue to seek up-to-date information on best practices.

**Policy Review:** A comprehensive review of the Health and Safety Policy is to be carried out every three years. Changes in climate, health hazards and other factors may vary over time and require accommodation.

**Responsibilities**

The Board of Directors is responsible for ensuring these objectives are met; acting when issues or complaints are reported; and implementing new initiatives when necessary.

All volunteers and staff are responsible for following this policy; staying vigilant about their environment; and reporting any health or safety concerns to their Team Leaders or the Volunteer Director as soon as possible. Each volunteer is expected to make the best decisions for their personal health and safety.

By working together as a team and looking out for each other, we can all carry out our volunteer work safely and fully appreciate the enjoyment of contributing to the beauty and serenity of the Farm.



**friends of the farm**  
**les amis de la ferme**

***Appendix 1: First Aid Kit Inventory***

Item	Number	Location in Kit	Used (#)
Tweezers	1	Clear Pocket	
Scissors	1	Clear Pocket	
Abdominal pad	1	Clear Pocket	
Pressure bandage 4" x 4"	2	Clear Pocket	
Gauze pads 3" x 3"	12	Clear Pocket	
Pair Vinyl Gloves (non-sterile)	4	Open Mesh Pocket	
Emergency Blanket	1	Open Mesh Pocket	
CPR mask one way valve	1	Open Mesh Pocket	
Roller Gauze 2"	1	Open Mesh Pocket	
Roller Gauze 3"	1	Open Mesh Pocket	
Roll of tape	1	Open Mesh Pocket	
Triangular Bandage	2	Open Mesh Pocket	
Biohazard waste bag	1	Open Mesh Pocket	
1" x 3" band aid	5	Open Mesh Pocket	
3/4" x 3" band aid	12	Open Mesh Pocket	
Knuckle band aid	2	Open Mesh Pocket	
Fingertip band aid	2	Open Mesh Pocket	
Elbow/Knee band aid	2	Open Mesh Pocket	
Junior band aid	2	Open Mesh Pocket	
Bacituzon ointment packet	12	Small Pocket	
Bacituzon Kaonium chloride wipes	25	Small Pocket	
Wet naps	12	Small Pocket	

## *Appendix 2: Site Location Directions*



### **Directions for 911 Responders**

On the Central Experimental Farm  
The street address is 960 Carling Avenue

### **Arboretum**

If the incident (be specific, e.g., a fall and possible broken leg) happened in the Arboretum:  
To locate the injured person, responders need to go east off the traffic circle on Prince of Wales Drive. Someone should be stationed at the entrance to the Arboretum to further direct responders.

### **Ornamental Gardens**

If the incident (be specific e.g., a fall and possible broken leg) happened in the Ornamental Gardens which are in the south-west quadrant off the traffic circle on Prince of Wales Drive:  
1) To locate the injured person, responders need to go south off the traffic circle and enter the public parking area on the west side of Prince of Wales Drive. Someone will be stationed at the north end of the parking lot to further direct responders.  
2) To locate the injured person, responders need to go west off the traffic circle (The Driveway) toward the dairy barn.  
Someone should be stationed on The Driveway to further direct responders.

### **Merivale Shelterbelt**

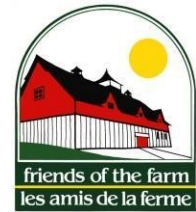
If the incident (be specific e.g., a fall and possible broken leg) happened in the Shelterbelt which is along the east side of Merivale Road across from Central Park:  
To locate the injured person, responders need to go to the intersection of Merivale Road and Central Park Drive.  
Someone should be stationed on the sidewalk on the east side of the intersection to further direct responders.

### **Special Events**

Plant Sale - in the parking lot east of 960 Carling Ave.  
Book Sale - see Arboretum instructions.  
Other Events - locations may vary therefore directions will need to be adapted or developed specifically for each event.



# *Appendix 3: Health and Safety Incident Report*



Date and Time \_\_\_\_\_

Location or Event \_\_\_\_\_

Name of injured person and their contact information (phone, email)

What happened? Describe the incident and injury.

Action taken.

Follow up. Who followed up, when and how. Is further follow-up required?

Team Leader name and contact information.

Other - Include additional information such as weather, equipment, etc.

First Aid Kit # \_\_\_\_\_

Signatures: Injured person \_\_\_\_\_

Team Leader \_\_\_\_\_