

1 | INSURANCE AND PERMITS

**Insurance will be
provided 2-3 days
before Open Farm Days*

- ☐ I have received my Open Farm Days group insurance and reviewed the policy for any areas that I might not have coverage for.
- ☐ I have checked to see if my County/MD requires my agri-tourism venture to be permitted or licensed.
- ☐ I have reviewed any tenant agreements that might make my participation a problem for landowners.

2 | SIGNAGE

- ☐ For signage posted along the highway, I have consulted with Alberta Transportation.
- ☐ Signage is present for parking, foot traffic, entrances, washrooms, picnic areas, and payments if applicable.
- ☐ Barricades and/or signage is displayed for those private or no-access areas.
- ☐ Signage is large enough to see from a distance, with simple words or pictures.

3 | HOUSEKEEPING: KEEPING IT ATTRACTIVE AND SAFE

PARKING/SITE SAFETY

- ☐ My designated parking area is away from traffic areas used by farm vehicles, and away from feed and manure.
- ☐ I have a clear, well-marked, and uncluttered path from the parking to the shop, barn, or site venues.
- ☐ Potholes and other hazards have been filled and/or marked, and mud can be kept to a minimum by regular cleaning/sweeping.
- ☐ I can minimize or prevent slippery or unsafe surfaces such as smooth shop floors, tiles, mud, clay, wet grass, wood planks, etc.
- ☐ Visitors are prevented from accessing scrap piles with sharp edges (metal scrap), protruding nails (scrap wood), or general scrap which may pose slipping/ tripping hazards or cause injury.

- ☐ I have secured or barricaded any items that might be a fall or crush hazard if visitors try to climb (such as stacked bales, fence panels or tractor tires leaning against a wall).
- ☐ I have checked all areas for loose nails or wires, loose railings, hand tools and overhead obstructions, and made the appropriate repairs to ensure a safe experience.
- ☐ Visitors are made aware of areas with changes in elevation that are not easily identifiable (barn floor areas with lifts and dips, ledges at doorways, tree roots on paths).

HOUSEKEEPING

- ☐ I have adequate lighting in the parking area, paths, yard, near doorways, in stairwells for safety and in shop areas where merchandise is displayed.
- ☐ If visitors are in contact with animals, feed, manure, etc., I have provided footwear decontamination and access to hand washing stations before visitors enter the farm.
- ☐ My washroom facilities are tidy, sanitary, and fully stocked. They are easy to find and clearly marked.
- ☐ Areas where visitors will be walking or allowed access are kept clean.
- ☐ Wastebaskets/garbage cans have been put in easy to find areas and regularly patrolled/emptied to maintain cleanliness.
- ☐ I have considered a no smoking policy for staff and visitors. If not, smoking and non-smoking are as are designated and clearly marked.
- ☐ Stairways are kept clear of clutter to allow visitors to walk without tripping or slipping. They are well marked, they have handrails, and there is sufficient lighting.

CHECKLIST

CHEMICALS

- ☐ I have removed all chemical cleaners from the washrooms so they are out of reach of young children.
- ☐ I have removed all chemicals from visitor areas and locked them securely away.
- ☐ Chemical storage area is well-signed and secured.
- ☐ I have labeled any large chemical or fuel storage containers that cannot be removed from visitor areas. (contents label, restricted access label) The entire area has been cordoned off to limit contact with the storage area.
- ☐ I have emergency procedures in place if a visitor comes into contact with chemicals. (MSwDS binder, Poison Control (PADIS) number posted, 911 information posted, etc.)

4 | MERCHANDISING

- ☐ My products are priced, and I have made it easy for visitors to pay.
- ☐ My payment area is easily recognized, accessible, and includes information about any service fees to avoid frustrating potential buyers.
- ☐ I have thought about how I want to display the items for sale. My products are merchandised to their best advantage, and I have considered all AHS food handling or storage requirements.

5 | STAFFING/VOLUNTEERS

- ☐ I have ensured there is enough staff to serve customers so people are not turned away.
- ☐ I have programs and policies in place to ensure my staff are trained and able to deliver a top notch customer experience.
- ☐ My staff have received a site-safety orientation and know my site's emergency plan.
- ☐ *If you are considering hiring any adolescents (age 12-14) for the day or in the future, have you contacted the Employment Standards office to review the requirements for Adolescent Work Permits?*
1-877-427-3731
www.alberta.ca/youth-employment-laws.aspx

6 | ANIMALS

- ☐ Animals are contained in appropriate fencing, crates or enclosures. I have considered animal safety, visitor safety and public perception of all enclosures.
- ☐ Fences are sturdy between farm animals and visitors. The gates close and latch securely, and any gaps have been filled to not easily admit visitors, including small children.
- ☐ Animal pens are signed with appropriate guest behavior. If visitors are allowed to contact animals, I have instructed them on how to make contact. I will always have an experienced staff member supervise guest interaction with animals.
- ☐ I have ensured any animals with which guests may have contact are healthy. i.e. show no signs of ringworm, club lamb fungus, warts, eye infections, draining wounds, respiratory or other diseases.
- ☐ I have a plan in place to ensure animals have time away from guests. Even gentle, friendly animals can be pushed beyond their normal level of patience.
- ☐ Visitors are securely separated from aggressive animals, where they are allowed to view from or where restricted areas may be.
- ☐ Electric fences are turned off where visitors may have access to make contact with them. If not able to turn off, I have appropriate signage and instruction to ample warning to visitors.
- ☐ I have a plan in place to control dogs or other pets that roam free when visitors are touring. I have a plan in place for visitors who bring their pets with them unannounced.
- ☐ I have hand washing stations or anti-bacterial solution available for visitors after handling animals.
- ☐ If bees are kept, the area is well-signed and a large, well-marked perimeter established.

CHECKLIST

7 | FOOD AT THE FARM GATE

- ☐ I have given consideration to keeping hot foods hot and cold foods cold.
- ☐ My space prevents cross-contamination.
- ☐ Cooking staff is aware food needs to be cooked thoroughly and chilled promptly.
- ☐ I have ensured that food is served well away from animal facilities and that guests are reminded to wash their hands after touching animals and before touching food.
- ☐ I am aware of AHS requirements, and that I may require a permit to sell certain foods. Following the above noted does not warrant forgoing provincial health regulations/permits.

Special events and temporary food establishments operating in Alberta must be approved by Alberta Health Services.

For more information on food safety requirements, regulations and guidelines for processing, selling and /or serving food on your farm see the information on Special Events from Alberta Health Services:

www.albertahealthservices.ca/eph/page13999.aspx

or call your local Environmental Public Health Office

www.albertahealthservices.ca/about/Page12639.aspx

(under Health Inspector)

8 | EQUIPMENT:

- ☐ If there is equipment and machinery present:
 - ☐ All energy sources are removed. (no keys, unplugged and locked out, etc.)
 - ☐ The equipment is parked on level ground and secured against accidental movement. (parking brakes engaged, doors locked, wheels blocked, buckets or booms lowered, etc.)
- ☐ If giving rides on equipment:
 - ☐ My insurance covers injury or death to passengers.
 - ☐ The equipment is safe for passengers. All riders are provided with approved seats and seatbelts on equipment. I cannot have riders on equipment that does not have a seat designated for an additional rider.
 - ☐ I have a method to sanitize protective equipment, like helmets, between users.
 - ☐ I have sufficient rails and secured seats on trailers that will be giving rides to visitors.
 - ☐ Hayride Safety List, find online [HERE](#).
 - ☐ I have checked to ensure I am in compliance with the **Traffic Safety Act** with regards to giving rides on my property or provincial roadways.
- ☐ If children are allowed to climb on stationary equipment, I will minimize the chances of a fall by having a helper to assist children getting on and off.
- ☐ I have all appropriate guards or shields in place when operating or showcasing my equipment, especially when a visitor can get pulled into, caught in, pinched, or crushed by, burned or frozen by, or where materials may be ejected or thrown out of. I am aware and cautious of loud equipment and sources of extreme light (welding) or radiation.
- ☐ I will ensure visitors are being kept at a safe distance from equipment that is in operation with a secure, well-marked barrier.

CHECKLIST

9 | EMERGENCIES

- ☐ I have an emergency response plan prepared in case something goes wrong when visitors are at my location.
- ☐ I have trained all staff and volunteers on emergency response procedures and techniques.
- ☐ I have a muster point where staff and visitors can identify and access in case of an emergency.
- ☐ Emergency exits are marked, well-lit and kept clear.
- ☐ I have an appropriately sized and stocked first aid kit and fire extinguishers, and their locations are well-marked. My volunteers are familiar with location and procedures.
- ☐ I have tested my smoke detectors.
- ☐ I have a means of communicating with emergency services and a description of how to get to my exact location. I have emergency contact numbers and the location address and land description with directions visible by telephones.
- ☐ I have provided staff with walkie-talkies or cell phones. If an injury occurs away from the main buildings, first aid or emergency attention can be accessed quickly.
- ☐ I have ensured that others know about my response plan in case I am the one who needs the emergency help.
- ☐ I have identified staff holding valid first-aid certificates and included them in my emergency plan and orientation.

CONTACTS

For more information agritourism safety
<http://safeagritourism.org/resources/>

Should you have any questions or require clarification on any of the above checklist items contact our team:

info@albertaopenfarmdays.ca
albertaopenfarmdays.ca

Presented by:

