

VILLAGEOS SAFETY GUIDELINES

Document Number: VO-004

Version: 1.0

Organization: VillageOS.ca

SAFETY FIRST

The health and safety of our members, volunteers, visitors, trainees, staff, and community partners is a top priority.

These Safety Guidelines establish the minimum safety standards expected of all participants involved in VillageOS activities, including farming, gardening, construction, education, volunteer work, workshops, events, and community projects.

Every participant has a responsibility to help maintain a safe environment for themselves and others.

OUR SAFETY PRINCIPLE

Think Before You Act

Before beginning any task, ask yourself:

- Is it safe?
- Am I properly trained?
- Do I have the right equipment?
- Do I understand the risks?
- Who should I ask if I am unsure?

If the answer to any of these questions is no, stop and seek guidance from Village Management.

PARTICIPANT RESPONSIBILITIES

All participants must:

- Follow all safety procedures and instructions
- Use equipment only when authorized
- Wear appropriate clothing and protective equipment
- Report hazards immediately
- Work within their physical abilities and limitations
- Ask questions if unsure about a task
- Respect restricted areas and safety signage

Safety is everyone's responsibility.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Depending on the activity, participants may be required to wear:

- Safety footwear
- Work gloves
- Safety glasses
- Hearing protection
- High-visibility clothing
- Dust masks or respirators
- Hard hats

Village Management will determine when PPE is required.

Participants must never remove required safety equipment while performing assigned tasks.

APPROPRIATE CLOTHING

Participants should wear:

- Closed-toe footwear

- Durable work clothing
- Weather-appropriate attire
- Sun protection when working outdoors

Avoid:

- Loose clothing around machinery
 - Open-toed shoes or sandals
 - Clothing that restricts movement
 - Jewelry that may become caught in equipment
-

WORKING OUTDOORS

Outdoor activities present unique risks.

Participants should:

- Stay hydrated
- Use sunscreen
- Take breaks as needed
- Dress appropriately for weather conditions
- Monitor for signs of heat exhaustion or cold stress

Village activities may be suspended during severe weather events.

TOOL SAFETY

Before using any tool:

- Inspect for damage
- Confirm proper operation
- Ensure you understand how it works
- Report defects immediately

Participants must:

- Use tools only for their intended purpose
- Maintain awareness of others nearby
- Return tools to designated storage areas after use

Never use damaged equipment.

EQUIPMENT SAFETY

Only trained and authorized individuals may operate machinery or powered equipment.

Participants must never:

- Bypass safety devices
- Modify equipment
- Operate machinery while tired or impaired
- Allow unauthorized individuals to use equipment

Equipment includes but is not limited to:

- Tractors
 - Utility vehicles
 - Power tools
 - Mowers
 - Generators
 - Pumps
 - Agricultural machinery
-

LIFTING & MATERIAL HANDLING

To prevent injury:

- Lift with your legs, not your back
- Avoid twisting while carrying loads
- Ask for assistance with heavy objects
- Use carts, dollies, or equipment when available

If a load feels unsafe, do not attempt to move it alone.

LIVESTOCK & ANIMAL SAFETY

If animals are present:

Participants should:

- Remain calm around animals
- Follow handling instructions
- Respect animal space
- Keep gates secured

Participants should never:

- Feed animals without authorization
- Enter animal enclosures without approval
- Approach unfamiliar animals

Report aggressive or distressed animals immediately.

VEHICLE SAFETY

All vehicles must operate safely on village property.

Drivers must:

- Follow posted speed limits
- Yield to pedestrians
- Stay on approved routes
- Park in designated areas

Passengers must ride only in approved seating areas.

Reckless operation of vehicles is prohibited.

FIRE SAFETY

Participants should:

- Know the location of fire extinguishers
- Keep emergency exits clear
- Report fire hazards immediately

- Follow all fire prevention policies

Open flames may only be used with authorization.

Smoking and vaping are restricted to approved areas.

CHEMICAL & HAZARDOUS MATERIALS

Only authorized personnel may handle:

- Fuels
- Pesticides
- Herbicides
- Cleaning chemicals
- Hazardous substances

Participants must:

- Follow manufacturer instructions
- Use required PPE
- Report spills immediately

Never use unknown substances.

FIRST AID & MEDICAL EMERGENCIES

If an injury occurs:

1. Stop work immediately
2. Notify Village Management
3. Contact First Aid personnel if available
4. Call emergency services when necessary
5. Complete an incident report

Never leave an injured person unattended unless seeking emergency assistance.

REPORTING HAZARDS

Immediately report:

- Unsafe conditions
- Damaged equipment
- Electrical hazards
- Structural concerns
- Slips, trips, or falls
- Animal incidents
- Near misses

Early reporting helps prevent accidents.

DRUGS, ALCOHOL & IMPAIRMENT

Participants must not:

- Work while impaired
- Operate equipment while impaired
- Consume illegal substances on site

Anyone appearing impaired may be removed from activities immediately.

Safety takes priority over participation.

RIGHT TO STOP WORK

Every participant has the right and responsibility to stop work if they believe a situation presents an immediate safety risk.

No participant will be penalized for reporting a legitimate safety concern.

When in doubt, stop and ask.

INCIDENT REPORTING

The following must be reported to Village Management as soon as possible:

- Injuries
- Illnesses
- Near misses
- Property damage
- Equipment failures
- Safety concerns

Accurate reporting helps improve future safety practices.

EMERGENCY CONTACT INFORMATION

Participants are responsible for ensuring emergency contact information remains current and accurate.

VillageOS recommends that all participants carry emergency contact information while on site.

SAFETY COMMITMENT

VillageOS is committed to creating a safe environment where people can learn, work, volunteer, grow food, build community, and contribute meaningfully.

Every participant shares responsibility for maintaining this culture of safety.

ACKNOWLEDGEMENT

I acknowledge that I have reviewed, understood, and agree to follow the VillageOS Safety Guidelines.

Participant Name:

Signature:

Date:

Village / Farm Location:

Village Manager:

VillageOS Safety Motto

"Work Smart. Stay Aware. Protect Each Other."