**ROXBURY FARM CSA EMERGENCY ACTION PLAN**

The purpose of this Emergency Action Plan is to establish emergency response procedures and duties, to promote planning and to establish training for various types of emergencies.

This plan is predicated on a realistic approach to the problems likely to be encountered during any type of emergency. Therefore, the following assumptions are made and should be used as general guidelines in such an emergency:

* Any type of emergency can occur at any time of the day or night, weekend or holiday, with little to no warning.
* The succession of events during any type of emergency is not predictable. Therefore, any published operational plans, such as this, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
* Any type of emergency may be declared if information indicates such conditions are developing or probable.
* Any type of emergency may evolve into a larger community event. Therefore, it is necessary to prepare for and implement emergency response procedures, which include short and long-term recovery operations, in conjunction with community resources (NPS, neighbors ,etc.)

**EMERGENCY CONTACT INFO**:

Farm Office: 518-758-8558

Jody’s Cell phone: 518-929-0059

Keri’s Cell phone: (802) 881-4744

North Farm Address: 2501 State Route 9H, Kinderhook

South Farm Address: 2343 State Route 9H, Kinderhook

Shufelt Field Address: Route 25, Kinderhook, NY

**Types of Emergencies**

1. Medical Emergencies
2. Fire
3. Hurricane/Severe Storm/Wind

**Note: This list is not all-inclusive and may be amended at any time.**

1. MEDICAL EMERGENCIES

* CHECK the scene: Before you rush in to assist the victim, make sure the scene is safe first. Do not become another victim. First, assess what might have caused the incident. Look out for live wires or electrical hazards, toxic atmospheres, leaking gasoline, unstable equipment such as an overturned tractor, that could roll or fall onto you. If an animal was involved in the incident, is there a bull present, or a protective mother animal that might attack the would-be rescuer? If a tractor is involved and is still running, shut off the engine. **Do not move the victim**, unless they are in immediate danger or in order to provide care.
* CALL 9-1-1 to report the emergency. If there are other people with you, one person should notify 911 and keep one person near the scene. The person making the emergency call will be asked questions about the incident from the 911 dispatcher. The dispatcher will ask for information about the emergency such as, the nature of the emergency, number of victims involved, condition of victims involved, etc. Never hang up until the dispatcher tells you to. If the incident is in a remote location such as a field away from the farmstead, you will have to give them precise directions to that area. It would be best to have someone posted near the road to direct the emergency vehicles to the scene.
* Keep the victim still and as comfortable as possible while waiting for emergency services to arrive. Unless the victim is in immediate danger, you can cause more damage to them by trying to move them or extricate them from an entanglement. If you have no choice and must move the victim, keep the midline of their body straight and pull in a direction that is in a straight line with the victim’s spine. Do not give the victim any food or water. Remember to try to remain calm and comfort the victim as much as possible.
* Use universal precautions (i.e. gloves and rescue masks).
* When able, report to staff, list of numbers above.

**a. Cardiopulmonary resuscitation (CPR)**

* If the scene is safe and you are able to reach the victim, check to see if they are breathing.
* Verbally ask them if they are okay and to see if they are conscious.
* Check their mouth and throat for blockages.
* If they are still not breathing, start CPR as soon as possible (only if you are trained to do so).
* A victim may be trapped so that they are suffocated and their lungs cannot expand such as having a tractor rolled onto them, or their clothing is wrapped tight by becoming entangled in machinery. If they are pinned to the ground under a tractor, you might be able to dig some dirt from under them to open up some space so they can breathe. If you attempt to do this, make sure you will not cause the tractor to roll further onto the victim or yourself.
* If they are tightly wound up in wrapped clothing, you might be able to cut the clothing away. Keep in mind that if the tightly wrapped clothing is not restricting breathing, it may be stopping blood flow from injured body parts.

**b. To Control Bleeding**

* Have the injured person lie down. If possible, position the person’s head slightly lower than the trunk, or elevate the legs if you do not suspect a head, neck or back injury. If possible, elevate the site of bleeding above the heart.
* Apply pressure directly to the wound (**make sure you are wearing latex gloves)**. Use a sterile bandage, clean cloth or even a piece of clothing. If nothing else is available, use your hand.
* Continue applying pressure until paramedics arrive.
* Don’t remove the gauze or bandage. If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead, add absorbent material to stop it.
* If an amputation has occurred, wrap the amputated body part in a moist towel. Keep it on ice, but do not freeze it.

**c. Burns**

**i. First Degree**

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present.

* Treat a first-degree burn as a minor burn (instructions below) unless it involves substantial portions of the hands, feet, face, groin or buttocks or a major joint.

**ii. Second Degree**

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned. Blisters develop and the skin takes on an intensely reddened, splotchy appearance.

* + If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin or buttocks or over a major joint, get medical help immediately.
	+ For minor burns,including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:
	+ Cool the burn by holding the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses.
	+ Consider a lotion. Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment or a moisturizer to prevent drying and increase comfort.
	+ Cover the burn with a sterile gauze bandage**.** Don’t use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin.
	+ Don’t use ice.Putting ice directly on a burn can cause frostbite, further damaging your skin.
	+ Don’t break blisters.Fluid-filled blisters protect against infection.
	+ If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage.
	+ Clean and change dressings daily.

**iii. Third Degree**

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

* + For major burns, dial 9-1-1 to call for emergency medical assistance. Until an emergency unit arrives, follow these steps:
	+ Don’t remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
	+ Make sure the burn victim is breathing. If breathing has stopped or you suspect the person’s airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.
	+ Cover the area of the burn. Use a sterile bandage or clean cloth.

2. FIRE

* Call 9-1-1 to report the fire.
* If outside, remain in an open area away from trees & buildings.
* If inside, immediately evacuate the building, closing all doors and windows as you leave.

If necessary, drop to your knees and crawl to the closest, safest exit.

If unable to evacuate, do the following:

* Close all doors and windows.
* Wet and place cloth material around and under the door to prevent smoke from entering.
* Attempt to signal people outside the building. Call for help using a telephone.
* When able, report to staff, list of numbers above.

Instructions For Using A Fire Extinguisher (Use a fire extinguisher only if trained to do so.)

If you decide to use the fire extinguisher:

* Place yourself between the fire and your exit from the area.
* Pull the pin.
* Aim low, pointing the extinguisher nozzle at the base of the fire.
* Squeeze the handle to release the extinguishing agent.
* Sweep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

**3. HURRICANE/SEVERE STORM/WIND/TORNADO**

* On days that a storm is predicted do not leave anyone in the field without a vehicle to drive back to the barn.
* Leave the field before the storm becomes too severe to do so. Never stay in the field when there is lightening. Go to the Washing Barn on the South Farm or the CSA Barn at the North Farm.
* If there is a tornado and we are required to take shelter go to the Bunkhouse basement at South Farm Jody’s basement at the North Farm.
* If sheltering in a designated shelter location is not possible, move to an interior room on the lowest level (closets, interior hallways or restrooms) and get under a sturdy table, desk or other solid object.
* Stay away from windows and open spaces.
* Remain in the designated shelter location until the danger has passed.

**EQUIPMENT**

Basic safety rule: Never operate or use equipment unless you have been trained to do so.

TRACTOR PRE-OPERATION SAFETY CHECK

To perform a good walk around inspection of a tractor, start at one point and check things as you go all the way around it.

* As you walk around, look at all fluid levels such as engine oil, coolant, fuel, and hydraulic fluid.
* Look underneath the tractor; do you see any big leaks or puddles of fluid that have accumulated under the tractor?
* Look closely at the tires. Do they look properly inflated? What is the condition of the tires? Do the tires have big cuts or gouges in them? Observe the lug nuts and

see if they appear tight.

* Check the batteries to make sure they are securely held down, the connections are clean and the electrolyte level is good.
* As you are walking around, look for any obvious damage like cracked or broken parts, leaking or damaged hoses.
* Make sure the SMV emblem is in place and is clean and unfaded.
* Make sure that the steps are clean of any grease or mud that could cause you to slip. Check to see that the operator’s platform or cab is free of any objects that could interfere with the operation of the tractor.
* If you have a cab tractor, keep the windows clean for good visibility.
* Properly adjust the seat for a comfortable position.
* Check the seatbelt to see if it is functioning.
* After you start the tractor, observe the engine oil pressure gauge and make sure that there is oil pressure in the engine.
* Turn on the lights and flashers. Walk around the tractor and see if all the lights and flashers are functioning.

SAFE TRACTOR STARTING

* Never operate a tractor unless you have been trained.
* Review all of the safety rules
* Always get on and off slowly by facing the tractor and using hand-rails. Have three points of contact.
* Always start tractor from the seat. Never start the tractor from the ground.
* Always use seatbelts with ROPS.
* Be sure tractor is in part before starting.
* Check around the tractor before driving it.
* Always drive defensively
* Never allow riders

SAFE TRACTOR OPERATING

* Only hitch equipment to the drawbar or to the 3-point hitch system.
* Start out gradually and slowly
* Avoid driving near the edge of a gully
* Avoid driving near ditches
* Avoid driving across steep embankments
* Throttle down to slow before stopping.
* Come to a complete stop to change gears.
* Turn off all machinery before shutting down the tractor.
* Turn off the tractor before dismounting.
* Never push in the clutch when driving down a hill. Downshift at the top of the hill and throttle down.
* Do not pull a wagon unless you are an experienced tractor operator.
* Do not try to hook up a piece of equipment unless you have been trained. Do not drive the tractor to help someone else put on a piece of equipment unless you have been trained to do so safely.

FORKLIFT SAFETY

* Keep load low. Bring forks down to as close to the ground as possible before you start driving.
* Keep safe visibility. Make sure you can see around you or ask another person to accompany you.
* Do not allow anyone to ride the forklift with you.
* If you need to go up the hills on the farm, go up backwards.
* Don’t drive with too tall of a load, the load could cause you to tip.
* Do not drive the regular forklift off of the pavement.
* Make turns slowly to keep your load from shifting.
* Go slowly when carrying a load.
* Watch out for holes or rocks with carrying a full load.
* Keep the forks as wide as possible when picking up a load.
* Keep the forks centered under the load.
* Tilt forklift back when driving with a load to prevent tipping.
* Always look behind you before backing up.

SKID STEER LOADER SAFETY

* Do not operate skid steer loader unless you have been trained.
* You can only start and operate the loader from inside with the seat belt on.
* Always wear the seatbelt during operation.
* Never disable safety devices.
* Keep your arms, legs, and head inside when operating.
* Load, unload, and turn on level ground.
* Travel and turn with the bucket or spear in lowest position possible.
* Operate on stable surfaces only.
* Do not travel across slopes. Only go straight up or down with the heavy end of the load pointed up hill.
* Enter and exit loader only when the bucket or spear is flat on the ground.
* Keep three points of contact when entering or exiting the loader.
* Keep all walking and working surfaces clean and clear.
* When parking the skid steer, lower the bucket flat to ground. Set parking brake, and then turn off the engine.
* If someone is helping you hook up the bucket or spear put the parking brake on and take your hands and feet off the controls.

PTO SAFETY

The PTO is a rotating drive shaft that transmits power from the tractor to the implement

being used. Always use extreme caution whenever working around PTO shafts. Never

go near a rotating PTO shaft even when the shields are in place and in working order.

PTO shafts are dangerous because they spin with great speed and force. For example, a 540 rpm shaft spins about 9 times a second and a 1,000-rpm shaft is spinning at 17 times per second. This fast speed creates a wrapping hazard. Anything that gets caught by an unguarded, spinning shaft will be quickly entangled. If you get caught in a PTO shaft spinning at operating speed, you will spin around the shaft 7 to 12 times before you even have time to react.

PTO entanglements usually occur when items of clothing contact the unguarded shaft.

Protruding parts such as locking pins, bolts, cotter pins, grease fittings and universal joints can easily grab loose clothing, hood strings, shoelaces or even hair. The risk is much higher if the guards are damaged or missing. Entanglement in a PTO shaft can result in devastating injuries and death. Some have had limbs torn off from entanglement in PTO shafts.

People are usually caught when trying to make repairs while the PTO is operating, or when they step or lean over a rotating PTO shaft. Always be in the habit of walking around the tractor and implement. When making any adjustments or repairs to equipment, first shut off the PTO as well as the tractor’s engine, remove the ignition key, and then wait for everything to come to a complete stop. Keep all PTO shielding in place and operating properly. The tubular PTO shield should not be bent or damaged and it should spin independently of the shaft. Always check this with the PTO shut off. Even though a tubular shield may cover a PTO shaft, if it is damaged and spins with the shaft it is not providing any protection and is just as dangerous as an unguarded shaft.

Always dress safely when working around PTO shafts and other rotating machinery. Wear close-fitting clothing, remove hood strings, and keep long hair tied up. When working on machinery, inform other workers that you will be servicing the equipment and that it cannot be used. Always stay away from moving parts when machines are in operation. Do not wear jewelry, long hair, or loose clothing that can get caught on rotating machinery. Keep the work area clutter free, so that you do not trip and fall into machinery that is moving. Take time to read the owner’s manual. Make sure that all operators are fully trained to use the machinery properly. Control levers, switches, buttons, or valves should be clearly marked. If the machine has emergency stop switches or mechanisms make sure that these are in good operating condition so that the machine can be shut down quickly if something should happen.

Always make it a practice to shut the power off to Power Take-Off (PTO) shafts, augers, beaters, or any other type of rotating machinery before you clean or service any equipment. Make it a habit to shut off the PTO, shut down the tractor’s engine and wait for everything to come to a complete stop before doing any service work to machinery.

Following this basic work practice can not only make your work safer, but may even save your life!

HIGH PRESSURE HYDRAULIC OIL INJECTION INJURY PREVENTION

Here are some steps you can take to reduce the hazard of a high pressure injection injury from hydraulic lines:

* Remember that the leak may be small enough that you cannot see it, you might

only see the fluid that is accumulating out of the leak

* Never use your hands to find suspected hydraulic leaks
* Heavy gloves and heavy clothing will not protect you from a high pressure

pinhole leak

* Never get close to any lines you suspect may have a leak
* Use the far end of a long object, such as a board, or cardboard to find the path of a suspected leak
* Wear ANSI Z87.1 rated safety eyewear if performing these tasks
* Shut off the engine and relieve pressure on the hydraulic lines before

disconnecting, replacing or servicing hydraulic lines. Bring the machine to a

neutral energy state. While the machine is off, visually check the lines for signs of wear. Replace any hydraulic lines that look worn, cracked, or broken.

* Always make sure that replacement hoses are rated for the pressure they will be

under.

**DRIVING ON 9H**

* If you are driving a tractor make sure it has the slow moving vehicle sign on the back. Turn on flashers.
* Be careful when turning your head to look behind you so that you don’t pull too hard on the steering wheel in the opposite direction.
* Go the appropriate speed for the equipment you are pulling/carrying.
* When turning across traffic: pull over to the side of the road and make sure it is clear before you cross the lane. It takes you longer so make sure you have plenty of clearance.
* When turning right, slow and pull off to side the road then turn.
* Make sure not to turn too fast or sharp.
* If following a tractor with a farm vehicle pull behind the tractor when the tractor is turning and follow the tractor. Do not pass the tractor on the left and turn ahead of the tractor.
* Be aware of traffic coming from both directions and behind you at all times.

**BASIC SHOP SAFETY**

Dress appropriately for the work you are doing: safety glasses, hearing protection, gloves, non-flammable clothing, long sleeves, aprons.

Use proper tools for the job. Don’t use a wrench as a hammer or a screw driver for a chisel, etc.

Jacking Equipment: Make sure equipment is solidly blocked up, is on proper jack stands or repair stands. Never trust a jack or lift of any kind.

Make sure all power tools are properly grounded. Inspect your extension cords and replace any that have damaged outer insulation. Be sure the ground prong on the plug is in good condition. Hang up lead cords so they don’t get walked on or driven over.

When cutting steel or struggling with a rusty nut, fire is a good thing. The oxy-acetylene

torch is a real time and work saver. When using the torch be sure all trashcans are a long ways away. Be sure the tanks are securely chained to something that won’t tip – it’s the law. Your hot metals area should not be near storage or disposal areas. Keep the hoses out from under the steel you are cutting, and never, never put oil on the regulators or valves! And remember not to cut the head out of a barrel with a torch. Using a chisel will prevent the boom of an exploding drum. Keep a charged BC

or ABC fire extinguisher (type A is for wood, paper and hay, type B is for liquids like oil

and grease, type C is for electrical fires) by the door of your shop and one in the welding

area.

Be aware of invisible hazards too. For example, a pinhole in a hydraulic hose can cause

the leaking hydraulic oil to squirt out with such force that it will be injected into your

flesh. Without medical attention the oil will likely result in gangrene and probably the loss of the body part that was injected with the oil! To prevent this injury, hold a piece of cardboard with a gloved hand well above wet spots on hydraulic hoses. Even though you can’t see the spray, it will show up on the cardboard. Lower all implements and attachments to the ground, or mechanical locks, shut off the engine, and cycle the hydraulic levers to all positions to completely relieve pressure from the system before loosening any connections.

COMPRESSED AIR SAFETY

Here are some basic safety precautions to follow when working with compressed air:

* Never point an air hose at anyone, even yourself. Treat it as if it was a loaded

gun.

* Never, under any circumstances, use compressed air to clean your clothes or

body.

* Never engage in horse play with an air hose. Horse play has caused serious

injuries from compressed air. Clothes offer no protection against compressed air.

* If you do use compressed air for cleaning, wear good eye protection. This would

include safety goggles or safety glasses with side shields.

* If cleaning with an air nozzle, make sure it has a proper nozzle to reduce the

pressure to 30 psi or less. Use shields to contain the debris. Check to see that

other workers are out of the area.

* Before using, check all components for damage or wear. Make sure connections

are tight and hoses are in good condition.

* Keep air hoses off the floor. This reduces tripping hazards and damages to the

hose. Air hoses left on the ground can be damaged by dropped tools, vehicles,

etc.

* Before you disconnect an air line, shut the air off and then bleed the remaining air out

of the line.

**SPRAYING / CHEMICAL SAFETY**

* Jody does all of the field applications of crop protectants and insect control.
* Before going into field for harvesting, weeding, planting, etc. Check white board for sections that were sprayed and Re-entry Time.
* If you are using any chemicals or soap for the bin washer wear appropriate safety equipment (gloves, eye protection, apron)
* Wash hands thoroughly after handling any chemicals
* When using Sanidate make sure to have adequate ventilation at all times and wear gloves, eye protection, and apron
* Chemicals are stored in the closet in the back of the office.
* Spraying in the fields is done when staff is not in the field and during times of day when there is little to no wind.
* Fields have buffers around them to prevent drift to housing, barns, and farm office.

**EVERYDAY SAFETY TIPS**

**Musculoskeletal sprain or strain to the back** can be prevented with proper lifting. This includes:

* Assessing the job and getting help when needed.
* Standing close to the object and checking for sharp edges.
* Parting your feet to get a good balance and placing one foot slightly in front of other.
* Make sure your shoes have good traction.
* Straightening your back, bending your knees and avoiding bending from the waist.
* Getting a good grip with both hands. Consider grip gloves.
* Lifting the object with your legs and not your back. Lift objects only chest high.
* Carrying the object close to your body.
* Avoiding twisting your body while lifting or carrying.

**Repetitive Motion** injuries can be prevented by:

* Varying your tasks and motions within those tasks.
* Taking short breaks to give your body a rest.
* Stretching frequently used body parts before returning to work.
* Matching the tools to your task.
* Using tools that are comfortable and be used repeatedly without injury to your wrist or tendons.

**Injuries from equipment or tools** on the job can be prevented by:

* Using the proper sized equipment or tool for the job.
* Inspecting the equipment or tool for damage and avoiding use if broken.
* Wearing the appropriate personal protective equipment – ie gloves, glasses, etc.
* Cutting or chipping away from your body
* Carrying sharp tools in a tool belt or tool box and not in your pockets
* Passing tools to your co-workers by the handles
* Using clean and sharp tools and cleaning tools before putting away.
* Storing tools appropriately and not placing them where someone could get injured.

**Injuries from falls** can be prevented by:

* Avoiding overreaching when on a ladder
* Using shoes that have good traction
* Checking for untied shoes laces or other clothing that can interfere with your movement.
* Checking a ladder prior to use and avoiding use if broken.
* Checking work area for obstacles, uneven terrain, slippery surfaces or poor lighting.
* Report these to your supervisor.
* Using safety equipment when climbing
* Avoiding carrying loads that block your view.

PROPER LIFTING TECHNIQUE

Make sure your balance is good. Keep your feet shoulder width apart, bend at the knees and keep your back straight while lifting. Securely grasp the object with the palms of your hand and your fingers. Keeping your chin tucked in will help you to keep your back straight while lifting. Lift by pushing up with your legs; don’t stoop over and use your back muscles to lift with. Keep your arms and elbows close to your body while lifting. Keep the load close to your body when carrying it. Don’t twist your body while carrying the load. Turn your entire body when you have to change direction. When you set an object down, keep it close to your body, keep your feet apart, bend at the knees and lower it down gradually.

WORK SAFELY IN THE HEAT

Heat exhaustion is caused when the body’s cooling systems are overtaxed but have not

completely shut down. With heat exhaustion, the surface blood vessels and capillaries that enlarge to cool the body become collapsed due to lack of body fluids. This condition

is caused when the body is sweating away more fluids than it has taken in. Symptoms

include the following: headache, profuse sweating, intense thirst, nausea, dizziness,

fatigue, cool moist skin, weak and rapid pulse, and low to normal blood pressure. To

treat heat exhaustion, move the person to the shade or ideally to an air-conditioned

building. Lie the person down and slightly elevate their feet. Loosen their clothing and

apply cool wet clothes or fan them. Have them drink water or electrolyte drinks. Medical

personnel should examine the person. Make sure the person avoids heavy activities for at least 24 hours, and they should continue to drink water during this time period.

Heat stroke is the most serious form of heat illness. This is a life threatening condition

that requires immediate treatment. Heat stroke is caused by the body being depleted of

water and salt causing the person’s temperature to rise to dangerous levels. The

symptoms of heat stroke include very high body temperature (103or greater), absence of sweating, hot red or flushed dry skin, rapid pulse, difficulty breathing, pinpoint pupils,

and any or all of the symptoms of heat exhaustion. More advanced symptoms could

include convulsions, collapse, unconsciousness and a body temperature over 108. It is

important to note that the symptoms of heat stroke are very similar to those of pesticide

poisoning. In any case, call 911 immediately. Treatment for this condition consists of

lowering the victim’s body temperature. While waiting for emergency services to arrive,

move the victim to the shade or a cool area, remove any clothing or protective equipment that might be making them hot, pour water on the person, fan them or apply cold packs.

As with any safety issue, the best solution is prevention of the problem in the first place.

Here are some steps that can be taken to prevent heat illnesses:

* Take time to adjust to working in hot temperatures.
* Hydrate, hydrate, hydrate! Drink lots of water before, during and after work.
* Wear light weight, light colored clothes, use a wide brimmed hat.
* When possible, avoid working outside during the hottest part of the day (10:00

AM until 3:00 PM).

* Take breaks in the shade or other cool areas; drink water during these breaks.

BASIC ELECTRICAL SAFETY

* Make sure all your power tools, extension cords, electric motors and lead-lights have the third prong on the plug.
* Do not operate corded power tools in wet areas.
* If the insulation of the tool’s cord is separated from the plug or is cracked do not use until the cord is repaired.
* Grasp the plug to unplug an extension cord or power tool, not the cord.
* Keep extension cords hung up where you won’t trip on them or run over them.
* Keep power tools clean and dry.
* Be sure lead cords are heavy enough to handle the load of the equipment plugged into them.
* Watch for overhead lines when working with tall implements or ladders.

FALL PREVENTION

Watch out for:

* Steep or unsafe stairways
* Wet and/or slippery surfaces
* Places where ice accumulates
* Uneven or rough walkways or floors
* Areas with poor lighting
* Poor housekeeping, including objects left out on floors, stairs, or in walking areas
* Unsafe ladders
* Extra riders

There are some common sense practices that you can take to avoid slips, trips and falls:

* Always inspect ladders before using them
* Use the right size ladder for the job
* Use both hands when climbing a ladder, keep your body centered between the rails
* Do not stand on chairs or boxes- instead use the appropriate ladder
* Wear shoes with nonslip soles
* Use approved fall protection when working at elevated heights
* Stay away from the edges of loading docks or other drop off areas
* Do not ride on tractors or other machinery as an extra rider
* Clean up spilled liquids immediately and use sand or absorbent materials to reduce the slipping hazard.
* Taking your time and not rushing can do a lot to prevent tripping incidents.
* Take the time to keep your worksite clean and orderly. Don’t leave tools or materials laying out where people can trip over them.
* Don’t carry objects that block your vision.
* Never carry loads that are heavier than you can handle comfortably.
* Always pay attention to where you are going.

TICKS AND TICK BORNE DISEASES

Workers who spend a lot of time outdoors, especially in wooded areas, have a higher risk of being exposed to ticks. Here are some simple ways to stay safer:

* Wear light-colored clothing, a long-sleeved shirt, and long pants tucked into socks
* Use insect repellent with DEET, only as directed
* Avoid areas with tall grass and brush
* Always shower after outdoor activity, preferably within two hours
* Conduct regular tick checks, paying close attention to the armpits, groin and neck
* Toss clothing in the dryer on high heat to kill any ticks
* See a doctor if a reaction occurs to a tick bite that lasts longer than a few days

If you have a tick imbedded in your skin, use a tweezers to grip the body of the tick close to your skin. Pull directly outward, do not twist or squeeze until the tick releases itself. Apply an antiseptic to the bite area.

After being bitten by a tick, always watch for signs of Lyme disease. The most common symptom is an enlarged, red “bull’s eye” rash at the site of the bite. The rash usually develops within three days to a month after exposure. Flu-like symptoms may occur as well, including fever, headache, sore throat, and sore and aching muscles and joints. Even if the symptoms and rash disappear, Lyme disease can cause long-term health problems for joints, the nervous system and heart if left untreated. At the first sign of these symptoms, see a doctor.

WILD PARNSIP

 Wild Parsnip can cause a severe burn-like injury on your skin. Phyto-photo-dermatitis is a severe sunburn that occurs on the skin. There are chemicals in the juice of wild parsnip that cause this reaction when the skin is exposed to the sun’s ultraviolet rays. When absorbed by the skin, the plant juices can cause mild to severe phyto-photo-dermatitis reactions. Reactions may take a day or two before they appear. In a mild case, the skin will redden and feel sunburned. In severe cases, the skin will first redden, blisters will rise, and for a while, the area will feel like it has been scalded. The blisters will appear a day or two after exposure. The affected area will be dark red or brownish in color. This can be present in the skin for months up to as long as two years. The burns will often appear as streaks or long spots. The first couple of days will cause a burning sensation at the affected area. Later, the affected area will feel very itchy. These reactions are often misdiagnosed as being caused by poison ivy.

The best way to protect yourself from wild parsnip is to avoid exposure to the plant. Wild parsnip is a member of the umbelliferae or carrot family. Other plants in this family that cause similar reactions include giant hogweed and cow parsnip. This plant is a biennial.

During the first year it appears as a rosette that grows close to the ground. In the second year of growth, it will have a single flower stalk that holds a cluster of flat-topped yellow flowers. The flower will be similar to Queen Ann’s Lace in shape. Wild parsnip can grow to heights of five feet.

The juice is most hazardous when the plant is in its flowering stage. It only grows in sunny areas so it can be frequently seen growing along roadways and vacant fields. Many people have been burned by wild parsnip while cutting it with weed wackers or string trimmers. Anytime you cut or chop this plant, you risk spraying the juice onto your skin and causing burns. When working near this plant, always wear long sleeve shirts, pants, gloves, and eye protection.

There are several options for controlling this plant. Cutting the root below ground level

with a spade or shovel can stop it. Regular mowing or grazing by cows will keep it from

growing and seeding. In certain soil types under wet conditions, you can pull the plants

out by hand.

If your clothes or skin get plant juice on them, immediately wash it off. Try to keep juice splashed skin out of sunlight. Wash your clothes as soon as possible. If you suffer a

parsnip burn, cover the burned area with a cool wet cloth. Try to keep blisters from

rupturing as long as possible. Keep the area clean and apply an antibiotic cream. For

serious cases, seek medical treatment.

POISON IVY SAFETY

Know what poison ivy looks like: 

 It has 3 leaves on the stem.

 Leaves may be red or green.

 Sometimes there are ivory berries on the stem.

 In the winter the vines are brown and hairy looking (still can cause a rash).

If working in the woods, wear long sleeves and pants. Wear gloves and apply the Technu prevention lotion.

After work wash the clothes and gloves separately. Clean tools to remove poison ivy oil.

Wash exposed skin with soap and water or the Technu soap.

**OTHER EQUIPMENT**

PROCESSING LINE/PRODUCE WASHING MACHINES

* Wash hands before working on the processing tables or produce washing machines
* Avoid processing or washing when you are sick.
* Drops and culls should not go back into the processing line or washing machine. Place them in the pig bins outside of the washing barn.
* Wear Personal Protective equipment if needed.
* Avoid wearing loose clothing or clothing with drawstrings that could get caught in the machine.
* Keep all shields and guards on equipment.
* Maintain a clean worksite.
* Report equipment problems to Jean-Paul or Jody.
* When placing a bin on the dumping machine make sure to have plenty of room around the forklift. Do not run over extension cords.
* Be careful with extension cords, place them out of the way of walking and standing.
* Do not put extension cords in puddles of water.
* Only use food safety grease and oil on produce washing and sorting machines.

ROOT CROP HARVESTING EQUIPMENT

* Make sure you know where the safety switches are to quickly turn off machine.
* Do not put your hands or feet near the moving chains.
* Do not wear loose clothing and make sure hair is under a hat or in a ponytail.
* Switch jobs to reduce fatigue.
* Never try to unplug or work on the machines until the machine and the tractor are turned off.

CHAIN SAW SAFETY

The first thing you should do to protect yourself is to always wear the proper safety equipment. A handy choice for head protection is a chainsaw helmet. The chainsaw helmet consists of a hard hat with ear protectors and a protective face screen that can be flipped up or down. The chainsaw helmet provides head protection, hearing protection, and eye protection all in one easy to wear item. The next must-have piece of safety equipment you should wear is safety chaps. The chaps should extend from your waist to the top of the foot. To protect your hands, get some heavy-duty work gloves.

For your feet, wear safety boots with non-slip soles and safety-toe protection. Boots should cover your ankle. Clothing should be tight fitting and not baggy.

You should select a saw that is the proper size for the trees you will be cutting. Choose a saw that is lightweight and has a cutting bar that is not longer than what is needed.. Before you use your saw, make sure you have read through the operator’s manual and that you understand how to operate the saw safely. Keeping your saw properly maintained and the chain sharpened will help you to cut more safely. When you are cutting, always have an assistant nearby to help you in case you get injured. Never use a chainsaw out in the woods by yourself. Any bystanders should be at least two tree lengths, or 150 feet away from anyone felling a tree. If you are limbing and bucking, bystanders should be at least 30 feet away.

Felling trees can be a very dangerous activity. Here are some basic safety principles to keep in mind. It is best to start the chainsaw on the ground. Always clear an escape path before felling a tree. Make sure there are no tripping hazards or obstructions that could hold you up if you need to get away from the tree quickly. When you are cutting, always keep two hands on the saw. Always cut with the saw at waist level or below. Keep the tree between you and the chainsaw when trimming downed trees.

* **Sharpen, tune and inspect** your chain saw. A saw that is dull, performs unpredictably or may have loose parts can fail you when you need it most. Make sure the chain brake works properly.
* Understand a chain saw’s **reactive forces** and be prepared for them. Cutting with the top of the bar will push you back, the bottom of the bar will pull you forward, if the nose touches something a violent kickback may occur.
* Wear proper **Personal Protective Equipment**. A speck of dust in your eye or dulled hearing from the noise of the saw can distract you from sensing important information about what the tree is going to do. Without safety toe shoes, chain saw resistant chaps, and a hardhat, a little slip of the saw bar could change your life forever – or end it.
* **Don’t go into the woods alone**. Who will go for help if you are pinned or bleeding severely? Be sure your buddy is at least two tree-lengths away from your work area.
* Know your opponent - the tree. **Look for hazards** such as dead branches (widowmakers), splits and forks, intertwined branches, wind or snowload. Any of these conditions can cause a tree to do something unexpected if you haven’t noticed them and planned for their effect.
* **Side lean and side weight have to be considered** to safely fall a tree where you want it. Clear small saplings from the area to eliminate spring poles before they happen.
* **Escape route**. With proper techniques you can fell almost any tree almost anywhere you want it, so plan where you want it to land. At a 45o angle from the base of the tree, clear a path opposite the direction the tree will go so you can easily get away from the butt of the tree if it kicks back
* **Pick the safest spot to end your cut**. In almost all trees, one side is safer than another. Start cutting from the side that will leave the safest position to finish from. You don’t want to be finishing your cut on the side a tree is likely to fall if something goes wrong!
* **Plan for a safe hinge**. The length of the hinge should be at least 80% the diameter of the tree. (ex. A 10” tree should have at least an 8” long hinge). The thickness of the hinge should be at least 10% of the diameter of the tree. (ex. A 10” tree should have at least a 1” wide hinge) Be sure to compensate for various types of wood and unusual conditions.
* **Plan your notch**. A conventional notch of less than 70o will close and break before the tree hits the ground allowing the tree to twist, swing sideways or kick back. An open face notch of 70o to 90o will control the tree all the way to its resting-place. Use the markings on the top of your saw like gun sights to line up the saw bar perpendicular to where the tree is to land.
* **Plan your back cut**. A proper back cut and use of wedges will ensure the tree goes over only when and where you want it to. Plunge-cut behind the point of the notch and saw toward the back of the trunk, stopping before cutting through to place wedges in the kerf to prevent pinching and control the tree.
* Recognize the potential for one of **the greatest hazards - kickback**. Any time the top of the bar’s nose contacts something, the running saw can be thrown back toward you at 60 miles per hour.
* Now you can start your saw – but **first, engage the chain brake**. Be sure you have two points of contact with the saw before pulling the starter cord. Either put it on the ground with your toe in the back handle or use the “leg-lock” hold. **Never, NEVER** **drop-start a chain saw** with only one hand on a handle. Always wrap your thumb around the top handle so it can’t slip from your hand in a kickback.

**ANIMALS**

BASIC SAFETY TIPS

* Keep a safe distance from the horse’s and cows’ feet and back legs to avoid being stepped on or kicked.
* Be quiet and calm around the animals to avoid spooking them.
* Do not go in with the sows when they have piglets with them.
* Keep your eye on the livestock when you are with them. Especially the ram and the bull.

COW HANDLING SAFETY

Cows are large, powerful herd animals that don’t like being isolated from the group.

Cattle have sensitive hearing and poor depth perception. They may balk at shadows or be spooked by loud noises. To avoid scaring cows, it is better to keep noise to a minimum. Always approach from the side, rather than from behind them in the blind spot. Handlers should be aware of the cow’s flight zone and point of balance when moving and sorting animals. Cows have a “pivot point” at the shoulder. The animal will go backwards or turn if the handler moves ahead of the point of balance. If the handler moves behind it, the cow will go forwards. Cows also have a flight zone and will move away when the handler gets too close. Approach slowly - every cow’s flight zone is different. Some animals need more personal space than others in order to feel comfortable.

General safe handling tips:

* Always plan an escape route to get to safety if necessary
* Use slow, deliberate movements to keep cows from being startled
* Keep your distance while moving cows – avoid the blind spot and kick zone, and

don’t rush or crowd animals

* Don’t walk between cows and fixed objects like gates or walls
* Stay away from bulls! When bulls are in the pasture do not turn your back on them and know where they are at all times.
* Be gentle and patient with “trouble” cows
* Avoid working alone with cattle and get help when you need it
* Use proper restraint when treating animals
* Don’t change handling practices – cattle like a consistent routine