

Fire safety

- Make sure you know where fire extinguishers, emergency exits, first aid kit and the meeting place are
- In the case of alarm/fire, rescue persons who are in immediate danger, alert other people, and go out quickly. Call the emergency number **112**.
- Combustion gasses are poisonous, don't breathe them, you can lose your consciousness immediately.
- Use fire extinguisher if the fire is very small.
- Close windows and doors when you go out.
- Guide fire department into the right place. If possible, tell them where fertilizers, gas cylinders and biocides are located.
- Use only approved electrical equipment. Ask employer if you are not sure.
- Electrical heaters can cause fire if covered or used to dry wet clothes.
- Never remove a battery from a fire alarm – it can save your life!

Emergency number

112



Collaboration of:



Hygiene

In case of illness

Contact your employer if you feel sick. You are not allowed to handle eatable products at work if you have diarrhea, stomach flu or other flu, infected wounds, inflammation of the skin, or skin lesion.

Tetanus vaccination is highly recommended for farm workers.

House hygiene

If you have visited other greenhouses, always shower, change clothes and shoes before returning to your workplace.

Hand Hygiene

If you handle eatable products, wash your hands

- Before you start working
- After using toilet
- After smoking
- After eating
- After cleaning and handling wastes
- After sneezing or wiping your nose

How to do hand wash

- Remove rings, wristbands and watch
- Wet hands with warm running water
- Rub soap all around into your hands
- Wash hands, wrists, and fingers, fingertips, between fingers and under nails
- Rinse hands carefully with running water
- Dry hands carefully with clean towel or tissue
- Shut off the tap by using your elbow or paper tissue.

Safe tractor and machinery work

For operating a tractor, forklift, loader, all terrain vehicle or other machinery, discuss with your employer to ensure that you have a valid license and training to operate this equipment.

Safe tractor and machinery work

Safe use of tractor

You shall receive practical and theoretical training for safe operating of the tractor and all kind of equipment attached to it. The training must be documented and shall include at least:

- How to operate, intended use and hazards to which you are subjected during use of work equipment
- hazards of irregularities that may occur
- maintenance
- hazards due to change of work equipment nearby

Remember

- It is illegal to have passengers on a tractor. Avoid riding on moving machinery.
- Use seat belt.
- Don't jump from the cab. Never exit or enter a moving tractor.
- When you stop a tractor, put the handbrake on, leave the implements down on the ground, stop the engine and remove the key.

Important points for safe use of machinery

- Never use machines unless you have been asked to use them, you have documented training, and you know how to use it safely. Make sure you understand how the controls work. Ask if you are unsure. Make sure the machine is in good condition. Report to the employer if you notice any safety problems, even if you have fixed them.
- Wear slip-resistant footwear. Don't use clothes with hanging belts, strings or flapping sleeves that could get caught by moving machine parts. Keep long hair tied. Rings and necklaces can also be dangerous when using machinery.
- Be sure that no one is in danger before starting and moving a vehicle or other machines. Keep your speed down. There might also be other workers or even children behind the tractor trailer or other places where you are not expecting them. Be sure, that no one is in danger.
- Agree with the working team how to work safely –and follow it. If you are using a horn or hand signals, agree the meaning beforehand. It is important to prepare for failure situations, like clogging of the machine. If the communication is not clear it is possible that the operator will start the machine while other workers are still in danger zone.
- If you are not the machine operator but working around it, make sure the operator knows that you are around and that he/she can see you. Don't stand in line of a vehicle (tractor), not in the front, nor behind it. Follow agreed work procedures and safety rules. Listen to instructions. Ask if you don't understand.

- This sign informs other drivers about a slow moving vehicle. Be sure that the sign is clean and easy to see.



Welcome

to work in our company!

Company contact information:



General safety rules

Our employees are our most important asset. We believe that you are a determining factor in the success of our company. At this farm we all work as one team. We value health, safety and well-being, and we all have a common responsibility for taking care of everyone's safety. We trust that developing of work environment, and taking care of safety and health of workers will create good job satisfaction. Agricultural work can be dangerous. We want everyone to stay healthy and come home safe each day. Therefore it is important that everyone:

- Follows safety rules
- Report any accidents, near misses, safety problems, machine malfunctions and hazards
- Use personal protective equipment when needed
- Take care of your co-workers at work
- Follow hygienic rules

Remember

- Use of alcohol or drugs is strictly forbidden during work time.
- Smoking is allowed only during the breaks in smoking areas because of hygienic and fire safety reasons.
- Any kind of inappropriate or racist treatment or sexual harassment of workmates is not allowed.

Working hours

Accurate bookkeeping of working hours is extremely important. Record strictly and honestly your daily working hours regardless if you get paid by hour or by amount of work done (piece rate). Your employment contract will show how many hours per week you are allowed to work. Your supervisor will tell you when your work day begins, when it ends and how many breaks you can have. Always be in time at work and put appropriate work clothes on before your work day begins.



Employee's duties

The employer is mainly responsible for health and safety. However, you as an employee also have duties. According to laws, both the employer and employees have to act together in maintaining and improving the health and safety of the workplace.

Employee's duties

- Follow safety rules and employer's orders
- Keep the working environment clean and orderly
- Take care of safety and health; your own and others. Use your skills, experience, given instructions and available means.
- Be polite; avoid harassment and inappropriate treatment of others.
- Take good care of machines and equipment in your work. You might be liable for damage if you harm these on purpose or because of carelessness.
- Inform the employer of all injuries and problems in working conditions, machinery, equipment and devices.
- Use the personal protective equipment and other equipment the employer has provided for you with care and according to the instructions.
- Wear appropriate clothing that does not cause a risk of injury.
- Follow safety instructions when using and handling dangerous substances, or using machines, work equipment, and other devices.
- Never remove or disconnect safety devices or guards without a good reason. If you temporarily have to remove a safety device or guard, you must also restore or reconnect it as soon as possible.
- Never remove or destroy any safety signs or instructions.
- Participate in health checks that are needed for evaluation of your work ability.

If you think the work is an immediate threat to your life or health, you can stop the work and inform your supervisor as soon as possible.



Recognize safety hazards

Physical hazards that can endanger health are e.g. noise, vibration, mineral dust, heat and coldness.

- Use hearing protection provided by your employer in noisy areas. Noise causes hearing loss, but also stress, annoyance, reduced performance and ability to concentrate, and difficulties to relax and sleep.
- Protect yourself from cold at work: In addition to using warm wind- and water resistant clothes, spend breaks in a warm place, eat a warm meal, use gloves when possible, and avoid touching cold metal.
- If exposed to hot and humid conditions, avoid heat stress by drinking enough water, getting out of heat occasionally, and observing co-workers for signs of heat stress.

Biological hazards can come from e.g. in animal epithelium or urine and parasites. Organic substances like grain dust, flour, mold, pollen from plants, and insects can cause health problems. Biological hazards can cause infection, allergy or toxic reactions.

- Use approved dust mask if handling moldy material.

Chemical hazards include materials that are flammable, explosive or poisonous. Examples are cleaning products, solvents, pesticides, gasoline, and animal medication. They can cause symptoms after one contact, or after long time when these substances have cumulated in your body. Chemical hazards can cause asthma, skin symptoms, cancer, brain or nervous system damage, reproductive or developmental disorders or damage to fetus.

- Make sure you have received proper information and training before using chemicals.
- Keep chemicals in original containers that have labels; report unmarked chemical containers to supervisor.
- Clarify with your employer that you have a valid license and training before starting pesticide application work. Generally, qualifications from other countries are not accepted.
- Don't enter, without permission, an area where pesticides/insecticides have recently been sprayed.
- Follow safety rules and use personal protective equipment when needed.

Recognize safety hazards

Mental hazards:

The psychosocial work environment is about the employee's well-being at work.

If you feel the work is unfamiliar to you, very monotonous or very busy, you work much alone, work too long days or continuously suffer homesickness it is a risk that you will meet with a feeling of mental straining. Suffering of mental straining or being stressed can weaken your awareness, energy and well-being.

- Talk with your supervisor about it if you feel depressed, have serious sleep problems or feel unhappy about your situation
- Try to fill your time off with an activity you like.
- Participate in common activities

Ergonomic hazards are caused by poorly designed workplaces or processes. Examples are poor lighting, static work, repetitive and heavy lifting, handling loads that are unstable or difficult to grasp or a job that requires you to repeat the same awkward movement over and over. Stooped positions are typical in horticulture production. Effects of static or repetitive work can be reduced if you can:

- Stretch and shake muscles after static work phase
- Include some variation in work tasks when possible
- Tell your employer if you have suggestions about tools, height of work table, lighting etc.

Injury hazards

Slipping, tripping and falling are typical injuries in agricultural and horticultural production. Icy yard, wet field, and messy working environment increase the risk of these accidents. Injuries can also happen when lifting and carrying objects. Entanglements in moving and rotating machine parts can cause serious injuries. Very hazardous situations can occur if a harvesting machine becomes blocked in the field, and a worker is trying to release it without stopping the machine. It is very important to stop the moving parts of the machine, and in many cases the engine, before attempting to clear a blockage. Safety guards must be kept in place. Long working hours can reduce your reaction time and increase your risk for injuries. Get enough sleep.

Some examples of fatal injuries:

- A worker was behind a potato harvester, cleaning it, when the driver suddenly backed up and the worker was run over by the harvester.
- A tractor, operated without a driver, became in danger to run into a river. The worker tried to jump into the moving tractor but fell under the tractor wheel.
- A worker was operating a riding lawn mower when he stuck against a branch of an apple tree. He was pinched between the seat and the tree branch.