

# TRAINING CHECKLIST

MUST BE  
COMPLETED PRIOR  
TO WORKING

## Field Emergency Action Plan @ Employee Training Procedures

WR Detasseling Ltd: July 2023

### JOB PURPOSE:

- ☐ The purpose of detasseling; provide a basic description of how hybrid seed is produced and where we as detassellers fit in. Explain the importance of the detasseling stage in terms of both purity and finances. Create a sense of meaning and importance in the job description.
  - (i) explain how the tassel and silk act as the sex organs of the corn. Explain what happens if a female tassel is left behind
  - (ii) explain the importance of purity, not missing tassels and the fact that the field fails if they miss 1 tassel out of 200 plants.
  - (iii) explain that each acre of seed corn is worth 10 thousand dollars to the seed company therefore it is crucial that we do the job correctly.
- ☐ Give a general idea of where to walk, how to pick the tassel, where to place the tassel and how we will function as a team.
- ☐ Teach and give examples of how -- and how not to remove the tassel. Make particular reference to the amount of leaves removed and explain why.

### HOURS OF WORK:

- ☐ PLEASE REPORT TO WORK every day that you are asked to. The corn grows 7 days a week and we will work 7 days a week. If it is raining or even thunder storming in the am – PLEASE STILL GO TO WORK. Our crews work in the rain and will wait for storms to pass and then work.
- ☐ The season is short so do not skip days. Your crew leader will inform you as to when you work next. NEVER SKIP WORK RAIN OR SHINE
- ☐ As a general rule WR crews attempt to work 6 to 8 field hour per day.

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| <u>CODE OF CONDUCT:</u> |
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Describe and introduce the chain of command, management and peer supervisors.

(i) **Explain the role of a Supervisor & Junior Supervisor:**

- Take attendance
- Record hours worked and washroom breaks
- Hand-out and record safety glasses
- Ensure that all new employees receive the safety training
- Manage and instruct the crew
- Ensure safety standards are being met

(ii) **Explain the role of a Checker:**

- Monitor a set group of detassellers for quality and speed.
- Train new employees --- effective detasseling techniques
- Maintain the pace of your group members by helping boost!
- Report any concerns directly to the Supervisor.

(iii) **Explain the role of a Booster:**

- *Power detassellers* that can be trusted!
- Find the slowest person and boost them up the row to maintain crew pace!

All of these people are to be polite and helpful. Employees are to report any behaviour from the peer management staff that they are uncomfortable with.

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## Personal Protective Equipment (PPE)

### Supplied by WR Detasseling per worker

- 1 Pair CSA Safety glasses
- Alcohol-Based (60%) Hand Sanitizer (hand hygiene)
- Disinfectant Spray Solution (bus touch points)
- ROC Black PU Palm Coated Gloves, ANSI Cut 1
- 1 High Visibility Hat with mesh
- Training (website/toolbox talks on way to field)
- Supervision (additional management on the bus to supervise workers)
- Water and soap for washing hands
- Regularly sanitized washrooms – contracted by Seed Corn Company

### Supplied by Worker

- Closed toe shoes
- Socks (2 pair)
- Fully clothed body (cotton) "No Skin is In" – track pants, pyjama pants, long shorts with knee high
- soccer socks, long sleeved shirt – preferably not black
- 4 liters of water per day and nutritious lunch
- Personal trash bags
- Employee and Parent Acknowledgements for Safety and Payroll (online when you register)
- Optional – Rubber boots, Bug spray, Gold Bond, Rain Gear (coat, hat, hood), personal water backpack or small water bottle to carry on body

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### **Safe Transportation of workers**

Safe Transportation of workers is a key component to worker safety in the seed corn industry. Typically, buses are used as the primary form of transportation for detassellers.

#### **The 1<sup>st</sup> Day of Work**

All PPE will be distributed by a WR representative on the 1<sup>st</sup> day of work at the pick-up locations. Once the PPE has been distributed, student workers are responsible to maintain the PPE for the season and bring it to work each day. All the remaining PPE and safety training will be delivered once the crew arrives in the field. The 1<sup>st</sup> day will require patience and cooperation from everyone, as we distribute the PPE in a safe manner.

We realize that all workers will not start work on the same day. The Supervisors will be aware and looking for new workers without PPE at each pickup location daily.

#### **Seating Capacity Guideline**

The target seating capacity will be one person per bus seat.

#### **Exiting the Bus at the Field**

When the bus arrives at the field, workers will exit in a safe

#### **Loading the Bus at the Field**

When loading the bus to exit the field, workers will move in a safe and orderly manner.

#### **Garbage Containers**

Employees will be required to pack in and pack out all garbage, therefore avoiding touch points with garbage bags and containers.

#### **Water Containers**

Communal water containers will be made available for employees as a supplementary water supply. Employees will be required to arrive at work with a sufficient water supply for a full day of work (4 liters)

#### **Drop off Points**

At the end of the day workers will be told the order and timing of their drop off locations. Workers are asked to call ahead to arrange for their prompt pick up.

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### **Safe Field Work Practices and Training**

Constant monitoring and competent supervision of the workers will be the key. Educating the workers through PPE training and daily toolbox reminders along with constant encouragement will help to keep everyone safe.

#### **Field Work Strategy**

Workers will be required to wear the high visibility hat with mesh, safety glasses, field gloves, a cloth bandana (can be placed around the neck), as well as, the appropriate clothing to cover their skin.

#### **Toolbox Talks (daily)**

Toolbox talks are essential and will support safety policies and procedures. Toolbox talks can take place on the way to the field, at breaks and lunch, and as necessary throughout the day. Each day WR Detasseling Ltd. are to remind the workers about the importance of wearing properly, caring, and cleaning their PPE each day, physical distancing, hand hygiene, and the importance of not touching one's face with your hands, as well as other appropriate safety precautions.

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### **Personal Hygiene, Washrooms, Break Time and Lunch Breaks.**

#### **Personal Hygiene**

An ample supply of alcohol-based (70%) spray-on hand sanitizer (Health Canada Approved) will be made available to workers. Wash water is located at the back of the bus and a hand soap container will be available, as well Workers will be required to wash their hands with soap and water to remove dirt and use hand sanitizer prior to eating.

#### **Field Washrooms.**

Washrooms will be cleaned and disinfected by the supplier each day and documented. Employees will be required to wash and/or disinfect their hands after the washroom is used.

#### **Break Time and Lunch**

Hand sanitizer spray and soap and water will be provided prior to eating on breaks and lunches.

#### **Injured or ill?**

Workers who become ill or are displaying or feeling Covid-19 symptoms must notify their Supervisor and self-isolate with another crew member applying physical distancing, until a parent arrives. Detassellers that awake ill or with any potential symptoms will be instructed to not come to work. If a worker expresses COVID-19 related symptoms they will be advised to contact their doctor, the local Public Health Unit, TeleHealth, or their local Covid-19 Assessment Centre to advise of their symptoms.

#### **No Skin is In**

This policy accomplishes several key tasks. By covering the entire body with thin cotton clothing workers are able to help protect their body from the sun's radiation, skin rash from the corn itself, ticks, bug bites, pollen irritations and other skin irritants. Additionally, light cotton cools the body by offering a level of protection from the sun. Essentially the light clothing acts as a permanent "shade tent". It is necessary to prepare for the working conditions during the workday. As an added benefit – adding water to the clothing can have lasting cooling benefit during the afternoon heat.

#### **Weather Emergency Policy**

1. Kent and Senior management have access to Doppler radar and live weather feeds. Please contact WR Senior supervisor if there is a weather concern. If lightning is spotted have the detassellers board the bus for safety
2. Each bus has an air horn to sound in the event of a weather emergency.
3. 3 BLASTS MEAN "RUN to the BUS"
4. The bus is the gathering point in the event of a weather emergency.
5. The crew leader will identify for each field a ditch, or low-lying area, or best shelter in case of tornado.
6. Also note that severe weather breaks will be considered an unpaid break due to safety reasons.
7. Re-entry time is 30 minutes post last visible lightning strike.

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## **Medical Emergency Policy**

1. Each detasseling crew leader has a radio that can reach management cell phones for communications.
2. All injuries or incidents, no matter how small, must be reported immediately to the worker's supervisor.
3. Workers seeking medical attention for a work-related injury or illness must call their supervisor.
4. A first aid kit and blood borne pathogen kit for is on the bus. Workers should follow these precautions when dealing with any blood or body fluids:
  - a. Always wear plastic or rubber gloves when assisting someone who has been injured.
  - b. When providing assistance, protect yourself first, and treat the victim second.

## **Pesticide Exposure**

1. Pesticide exposure is defined as a person coming in contact with a pesticide of any type through spray drift, unintended entry prior to the REI (restricted entry interval) having expired, or through direct contact.
2. In the event of pesticide exposure, WR employees shall reference the Medical Emergency Policy and contact Management.
3. All WR Vehicles will be carry 1 gallon of decontamination water per person in the event that decontamination measures are needed.
4. Promptly make transportation available to an appropriate medical facility, if medical treatment is required beyond general decontamination.

## **Worker Accountability**

**Junior Supervisors** will be responsible on every field pass, on breaks and lunch, prior to leaving the field and during a weather emergency for ensuring all employees are accounted for. The master payroll list will be used for cross-reference purposes. The Junior Supervisor will be in constant communication with the crew supervisor with respect to the worker accountability.



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### Heat Index

| Humidex 1     | Response                                                                                                                                                                                                 | Humidex 2      |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 25 – 29       | supply water to workers on an "as needed" basis                                                                                                                                                          | 32 – 35        |
| 30 – 33       | post Heat Stress Alert notice;<br>encourage workers to drink extra water;<br>start recording hourly temperature and relative humidity                                                                    | 36 – 39        |
| 34 – 37       | post Heat Stress Warning notice;<br>notify workers that they need to drink extra water;<br>ensure workers are trained to recognize symptoms                                                              | 40 – 42        |
| 38 – 39       | work with 15 minutes relief per hour can continue;<br>provide adequate cool (10-15°C ) water;<br>at least 1 cup (240 mL) of water every 20 minutes<br>worker with symptoms should seek medical attention | 43 – 44        |
| 40 – 41       | work with 30 minutes relief per hour can continue in<br>addition to the provisions listed previously;                                                                                                    | 45 – 46*       |
| 42 – 44       | if feasible, work with 45 minutes relief per hour can<br>continue in addition to the provisions listed above.                                                                                            | 47 – 49*       |
| 45<br>or over | only medically supervised work can continue                                                                                                                                                              | 50*<br>or over |

#### Humidex Rating

Regular 1-29

Caution 30-37

Extreme Caution 38-40

Danger 40 Plus

#### Required Action

Supply as need (Max 150 min intervals)

Provide a water break every pass (Max 75 min intervals)

Provide water continuously (Max 30 min intervals)

Workers must have water on them at all times

#### Reporting illness

The symptoms of COVID-19 are similar to other illnesses, including the cold and flu. At this time, it is recommended that any worker **who has any respiratory symptoms of illness be sent home**. Public Health Ontario has provided helpful guidance on self-monitoring and self-isolation. In addition, WR Detasseling Ltd. will provide these workers with the following options: complete the online Covid-19 self-assessment, call Telehealth: 1-866-797-0000 or their primary care provider (family physician), call their local Public Health Unit, or their local Covid-19 Assessment Centre.

#### Post your policies

WR Detasseling Ltd. will post and communicate safety policies to their workers. These policies are available on our website at WR Detasseling.com.

#### Acknowledgement

This Safety Plan along with other Health and Safety Measures will be posted on the WR website. All workers and their parents are asked to review these precautions before applying and reporting to work. Parents, as well as the worker, will be required to sign an acknowledgement and permission form to demonstrate their understanding of the precautions being employed and to allow their children to work under these unprecedented conditions. This Safety policy is subject to change as medical authorities advise accordingly and we research/consider safer procedures, as we approach the detasseling season. This Safety Plan is not to be considered foolproof. It will require the diligence of all workers to apply these recommended safety precautions at all times, throughout the workday from pick-up to the drop-off.

This Safety Plan has been created with support from the Ministry of Labour, Occupational Health and Safety, the Workplace Safety and Prevention Services who govern H&S for the agriculture community, Corteva, and the CK Public Health Unit. We thank these offices for their continued support and look forward to working together to provide all of the necessary precautions to ensure the health and safety of our workers.

**SIGN THE SAFETY  
CERTIFICATE in Red binder.**