

RECEIVED
NOV 01 2010
BY SAFETY & HEALTH
INVESTMENT PROJECTS

Washington Potato Industry Worker Health & Safety Training
2008XC00094
Final Report

Karen Bonaudi
kbonaudi@potatoes.com

Washington State Potato Commission

October 27, 2010

Karen Bonaudi



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

[Grantee] is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

**Washington Potato Industry Worker Health & Safety Training
2008XC00094
Final Report**

Part 1

Organization Profile

The lead agent of the grant project was the Washington State Potato Commission. Established in 1956, the Commission has the legislated authority to collect assessments from growers to pursue its mission on behalf of Washington potato growers. The mission of the Commission is to support an economically and environmentally sustainable Washington State potato industry by providing strong leadership and innovation, and building partnerships to meet the demands of global consumers.

We worked closely on curriculum with the Washington Growers League, whose Executive Director Mike Gempler, delivered the workshops for us. The Washington Growers League is a non-profit, non-partisan association formed exclusively to assist and represent agricultural employers on labor and employment issues.

Additionally, the Washington State Department of Agriculture Pesticide Management Division/Compliance Services aided us in developing evaluation techniques and instruments. We also received initial letters of project support and further input from growers and industry members.

Abstract

Potato industry workers face risk and exposure to chemical and physical hazards such as injury from tools and equipment, vehicle accidents, sanitation needs, hazardous material handling, fire and electrical hazards, and possible heat stress in fields, sheds, workshops and potato handling facilities. Individual farms don't have the expertise or funds to put together comprehensive worker safety training programs they require. Through this project, we were able to conduct a series of workshops – simultaneously translated into Spanish – that not only instructed workers and employers from farms and packing sheds in basic safety requirements and procedures, but also used the workshops to build safety guidance documents for equipment specific to the potato industry. These unique guidance documents were included in the safety and health notebooks provided to growers and packers in the Washington potato industry. Employers from farms and sheds were willing and able to customize their own Safety and Health Plans on the spot. We also discovered that employers were used to supplying hands-on training in use of tools and other processes, but less confident in delivering classroom-style basic safety and health training.

They welcomed, therefore, our provision of a video and evaluations they could use on farm. The DVD also became part of the binder, as well as lists and directions translated into Spanish.

Purpose of Project

The increasing complexity of farming hazards—chemical handling and application, air quality, ergonomics and other agricultural health and safety issues—pose risks and challenges to transitory farm and industry workers, requiring recurrent training to prevent accidents and exposure. The purpose of the project was twofold: to effect a reduction in workplace injuries, illnesses and risk of fatalities, and to provide comprehensive Worker Health & Safety Training educational materials for recurrent training by employers.

Statement of Results

Because of the SHIP grant and the fulfillment team we put together, we produced a program and unique program tools to help the potato industry improve worker safety and health standards; increase compliance to regulation and audit standards; reduce potato industry worker exposures and jobsite accidents; and reduce potato industry worker compensation claims.

Findings:

Wide disparity existed among entities in their worker safety and health plans and programs.

A large need existed for model safety and health plans and for specific safety guidance instruction for equipment.

Managers felt equipped to deliver some types of training and not others.

Outcomes:

Supervisors and employees got to work together to build safety and health standards and processes.

Managers of farms and sheds were able to share experience and issues. Washington potato farms and sheds have tools to create and maintain a worker safety and health plan and to deliver recurrent safety and health training to workers.

Washington potato farms and sheds have tools to help them successfully meet audit requirements.

Our industry now has a standard set of tools that can be updated and modified to meet changing practices and regulations.

Evidence of Results

We believe the results of the project exceeded our expected objectives. We had a rather lineal approach to begin with: create and deliver a program that farms and sheds can keep using. What we ended up with was that and

more. Because of the more extensive needs, the interactive nature of the workshops and other communications, and L&I's willingness to modify the grant along the way to change the outputs, we were able to provide a unique product that was much more useful to our industry.

Project's Promotion of Prevention

It is obvious that the better educated and trained both employers and employees are in safety and health standards and procedures, the safer the workplace will be. It was a wise decision to host both supervisors and workers at the same sessions; not only did they hear the same rules and expectations together, but were also able to offer joint input on processes and the equipment safety guidance documents.

Relevant Processes

1. Assess needed content and optimum delivery methods.
2. Conduct training and collaborative workshops to build and test curriculum and materials.
3. Generate educational tools, distribute widely and seek feedback.
4. Get ready to do it all over again.

Lessons Learned

We observed that not all of our assumptions regarding farm and shed needs that we had going in to the project proved to be the case. For example, safety instructions for use of complex equipment were not standardized at an adequate level. Additionally, farms and sheds did not always have or employ basic safety training we expected. We needed to be flexible in our curriculum, but it also gave us the opportunity to provide what was truly lacking. On the other hand, when growers and sheds in the Skagit Valley reviewed the workshop curriculum, they (and we) discovered they were advanced enough that they didn't require the workshops, but gladly accepted the binders and materials.

Measures to Judge Success

We know from responses we received immediately following the workshops that they were needed, appreciated and began meeting our goals. As one grower said, "When I walked out, my farm had a Safety and Health Plan that I didn't have going in." Furthermore, when we tried to institute the group sessions for testing the evaluations for the basic safety videos, we discovered that the industry was using the videos immediately (without the evaluations) and very pleased with the results. The pre- and post- training evaluations we were able to capture were positive and proved the success of the program. We did not have an outside evaluator.

Uses

It was evident that further development of safety and health training tools was a need in the potato industry and will continue to be. It was also recognized that just as regulations and equipment change, so too will training curricula need to be updated. As for use of similar products in other industry, without a doubt most of agriculture would benefit by this kind of attention. It would seem less urgent for office or stationary jobs.

Product Dissemination

Every farm and shed in Washington was mailed binders containing the workshop materials, equipment safety guidance documents generated at the workshops, sample safety newsletters, Spanish language versions of checklists and other documents, and a Spanish and English DVD of basic safety and health training and accompanying evaluations. The binders also contained a CD of all documents therein for replication. Additionally, we are posting the materials to our website for download and will announce its availability in our industry newsletter when it goes live.

Feedback

The safety and health training program has been a valuable resource in updating and expanding our worker safety manual. It has been a process that is continually evolving, but the material provided has been an asset in developing a complete safety manual for our farm operation. I have received comments back from employees on having a better understanding now of requirements and goals of safety issues on the farm. The manual has given both employer and employee a more solid foundation of knowing the requirements of a good worker safety and health program.

Rex Calloway
Calloway Northwest LLC
Washington State Potato Commissioner

The most helpful part of it to ME...was that we had the opportunity to have supervisors interact and see that there are other companies struggling and succeeding with issues we have. Sometimes, as the program writer/updater, I get the feeling the supervisors think I am making up some of these requirements, etc. just for the sake of keeping them busy. But now they know that other farms are having the same issues. It may be a new rule or just the tweaking of a current safety procedure, etc, but it is its own evolving entity and it does change from year to year.

Grace Adams
Balcom & Moe

The potato industry is a very fast paced and diverse industry and the work performed by the labor force is also very diverse, so we deal with many issues. This program helps growers and packers cover all the bases. Work can range from the operation of heavy equipment, to chemical application, to general labor. The experience of the work force can also vary from being an experienced worker to having no experience at all. These materials help address operational and labor training needs and provide a base for updating.

Mike Dodds
Basic American Foods
Washington State Potato Commissioner

PART II

SAFETY AND HEALTH INVESTMENT PROJECTS
SHIP Final Expenditure Report
Budget Summary

| | | | |
|------------------------|--|---------------------------------|-------------------------|
| Project Title: | Washington Potato Industry Worker Health & Safety | | |
| Project #: | 2008XC00094 | Report Date: | October __, 2010 |
| Contact Person: | Karen Bonaudi | Contact #: | 509-765-8845 |
| Start Date: | February 9, 2009 | Project Completion Date: | October __, 2010 |

| | | | |
|-----------|--|--|----------------------------|
| 1. | Total budget for the project | | \$ <u>55,338.00</u> |
| 2. | Total SHIP Grant Award | | \$ <u>55,338.00</u> |
| 3. | Total of SHIP Funds Used | | \$ <u>50,341.47</u> |
| 4. | Budget Modifications (if applicable) | | \$ <u>0.00</u> |
| 5. | Total In-kind contributions | | \$ <u>2,800</u> |
| 6. | Total Expenditures (Lines 3 + 4 + 5) | | \$53,141.47 |

Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant
- Indicate period covered by report by specifying the inclusive dates
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedules
- Forms must be signed by authorized persons (see last page)
- Forward one copy of the report to (Name), SHIP Project Manager, PO Box 44612, Olympia, WA 98504-4612.

SAFETY AND HEALTH INVESTMENT PROJECTS
SHIP Final Expenditure Report
Supplemental Schedules (Budget)

Project Title: Washington Potato Industry Worker Health & Safety
Project #: 2008XC00094 **Report Date:** October, __, 2010
Contact Person: Karen Bonaudi **Contact #:** 509-765-8845
Total Award \$: \$55,338.00

ITEMIZED BUDGET -- How were SHIP award funds used to achieve the purpose or your project?

| | Budgeted for Project | Amount Paid Out | Difference |
|---------------------|----------------------|-----------------|------------|
| A. PERSONNEL | \$4,063.00 | \$4,063.00 | \$0.00 |

Explanation for Difference and other relevant information:

| | Budgeted for Project | Amount Paid Out | Difference |
|-------------------------|----------------------|-----------------|--------------|
| B. SUBCONTRACTOR | \$31,925.00 | \$33,183.72 | (\$1,258.72) |

Explanation for Difference and other relevant information:

1. Simultaneous Translation was found an unexpected expense after speaking with growers about this program.
2. Additional expenses because of additional shots that were needed by videographer.
3. Additional translation was needed on printed material.

| | Budgeted for Project | Amount Paid Out | Difference |
|------------------|----------------------|-----------------|------------|
| C. TRAVEL | \$7,030.00 | \$745.16 | \$6284.84 |

Explanation for Difference and other relevant information:

1. Workshops were able to be scheduled with no overnight stay needed.

| | Budgeted for Project | Amount Paid Out | Difference |
|--------------------|----------------------|-----------------|------------|
| D. SUPPLIES | \$8,100.00 | \$8,077.76 | \$22.24 |

Explanation for Difference and other relevant information:

| | Budgeted for Project | Amount Paid Out | Difference |
|------------------------|----------------------|-----------------|------------|
| E. PUBLICATIONS | \$4,220.00 | \$4,271.83 | (\$51.83) |

Explanation for Difference and other relevant information:

1. Venue costs for Pasco Workshop locations were higher than anticipated.

| | Budgeted for Project | Amount Paid Out | Difference |
|---------------------------|----------------------|-----------------|------------|
| TOTAL DIRECT COSTS | \$55,338.00 | \$50,341.47 | \$4,996.53 |

| | Budgeted for Project | Amount Paid Out | Difference |
|-----------------------|----------------------|-----------------|------------|
| INDIRECT COSTS | \$4,063.00 | \$4,063.00 | \$0.00 |

| | Budgeted for Project | Amount Paid Out | Difference |
|--------------------------|----------------------|-----------------|------------|
| TOTAL SHIP BUDGET | \$55,338.00 | \$50,341.47 | \$4,996.53 |

| | Budgeted for Project | Amount Paid Out | Difference |
|-------------------|----------------------|-----------------|------------|
| F. IN-KIND | \$2,800 | \$2,800 | \$0.00 |

Explanation for Difference:

**WSPC Fund Account
 Account QuickReport
 All Transactions**

| | Type | Date | Num | Name | Amount |
|-------------------------------|------|------------|-------------|------------------------------------|-----------|
| 5700 · SHIP Grant 2008 | | | | | |
| 5710 · Personnel | | | | | |
| | Bill | 06/22/2010 | 06222010 | Washington State Potato Commission | 4,063.00 |
| Total 5710 · Personnel | | | | | 4,063.00 |
| 5720 · Subcontractors | | | | | |
| | Bill | 04/30/2009 | 04302009 | PHEASANT PROJECTS | 5,100.00 |
| | Bill | 06/08/2009 | 06082009 | WASHINGTON GROWERS LEAGUE | 3,000.00 |
| | Bill | 06/11/2009 | 06112009 | PHEASANT PROJECTS | 5,100.00 |
| | Bill | 07/24/2009 | 1625 | CENTERPOINT LANGUAGE SERVICES | 4,986.55 |
| | Bill | 08/06/2009 | 08062009 | PHEASANT PROJECTS | 5,100.00 |
| | Bill | 08/08/2009 | 08082009 | WASHINGTON GROWERS LEAGUE | 2,200.00 |
| | Bill | 12/01/2009 | 1745 | CENTERPOINT LANGUAGE SERVICES | 1,200.00 |
| | Bill | 12/23/2009 | 12232009 | PHEASANT PROJECTS | 1,527.17 |
| | Bill | 03/02/2010 | 03022010 | PRETTY BOY PRODUCTIONS | 3,260.00 |
| | Bill | 06/29/2010 | 06292010 | PRETTY BOY PRODUCTIONS | 1,390.00 |
| | Bill | 10/21/2010 | 2253 | CENTERPOINT LANGUAGE SERVICES | 320.00 |
| Total 5720 · Subcontractors | | | | | 33,183.72 |
| 5730 · Travel | | | | | |
| | Bill | 06/16/2009 | 06162009 | PHEASANT PROJECTS | 172.06 |
| | Bill | 07/10/2009 | 07102009 | WASHINGTON GROWERS LEAGUE | 375.10 |
| | Bill | 07/10/2009 | 07102009 | PHEASANT PROJECTS | 198.00 |
| Total 5730 · Travel | | | | | 745.16 |
| 5740 · Supplies | | | | | |
| | Bill | 06/01/2009 | 06012009 | A & H PRINTERS | 252.49 |
| | Bill | 06/01/2009 | 34 | POOUSTER GRAPHICS, LLC | 161.40 |
| | Bill | 06/09/2009 | 95768204 | CORPORATE EXPRESS | 88.02 |
| | Bill | 06/24/2009 | 06242009 | A & H PRINTERS | 252.49 |
| | Bill | 06/29/2009 | 35 | POOUSTER GRAPHICS, LLC | 80.70 |
| | Bill | 08/13/2009 | 08132009 | Washington State Potato Commission | 242.24 |
| | Bill | 08/31/2009 | 08312009 | PHEASANT PROJECTS | 79.52 |
| | Bill | 09/11/2009 | 97534900 | CORPORATE EXPRESS | 184.12 |
| | Bill | 10/15/2009 | 98211876 | CORPORATE EXPRESS | 203.15 |
| | Bill | 04/28/2010 | 102267903 | CORPORATE EXPRESS | 355.69 |
| | Bill | 04/29/2010 | 102063445 | CORPORATE EXPRESS | 149.81 |
| | Bill | 04/29/2010 | 10206344 | CORPORATE EXPRESS | 51.86 |
| | Bill | 04/29/2010 | 102063266 | CORPORATE EXPRESS | 1,265.99 |
| | Bill | 05/13/2010 | 102341559 | CORPORATE EXPRESS | 390.17 |
| | Bill | 06/08/2010 | 32875509 | ULINE | 320.99 |
| | Bill | 06/08/2010 | 24072 | DISKDUPER.COM | 1,032.00 |
| | Bill | 06/11/2010 | 7-119-68469 | FEDEX | 7.86 |
| | Bill | 06/22/2010 | 102996273 | CORPORATE EXPRESS | 390.17 |

WSPC Fund Account
Account QuickReport
All Transactions

| | Type | Date | Num | Name | Amount |
|------------------------------|------|------------|-----------|------------------------------------|-----------|
| | Bill | 06/24/2010 | 06242010 | Washington State Potato Commission | 2,423.83 |
| | Bill | 06/29/2010 | 585961 | BRETT & SONS, INC. | 9.00 |
| | Bill | 07/09/2010 | 103265817 | CORPORATE EXPRESS | 90.15 |
| | Bill | 08/25/2010 | 08252010 | CORPORATE PAYMENT SYSTEMS | 46.11 |
| Total 5740 - Supplies | | | | | 8,077.76 |
| 5750 - Communications | | | | | |
| | Bill | 05/28/2009 | 05282009 | GRANT COUNTY FIRE DISTRICT #3 | 300.00 |
| | Bill | 06/11/2009 | 71460 | SOUSLEY SOUND & COMMUNICATIONS | 513.95 |
| | Bill | 06/29/2009 | 71560 | SOUSLEY SOUND & COMMUNICATIONS | 189.35 |
| | Bill | 06/30/2009 | 06302009 | Washington State Potato Commission | 258.96 |
| | Bill | 06/30/2009 | 06302009 | Washington State Potato Commission | 1,225.38 |
| | Bill | 07/28/2009 | 71678 | SOUSLEY SOUND & COMMUNICATIONS | 189.35 |
| | Bill | 08/13/2009 | 08132009 | Washington State Potato Commission | 1,278.86 |
| | Bill | 11/30/2009 | 105 | DAVID HERALD | 200.00 |
| | Bill | 06/09/2010 | 06092010 | GRANT COUNTY FIRE DISTRICT #3 | 50.00 |
| | Bill | 06/24/2010 | 06242010 | Washington State Potato Commission | 65.98 |
| Total 5750 - Communications | | | | | 4,271.83 |
| Total 5700 - SHIP Grant 2008 | | | | | 50,341.47 |
| | | | | | 50,341.47 |

PART III

Attachments:

Provide resources such as written material, training packages, or video/audio tapes, curriculum information, etc produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a CD or DVD for inclusion in the file.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.