

# YOU ARE THE TRAINER!

## A Guide to Help You Train Workers



Photo by Earl Dotter



### Why is it important to train dairy workers about safety on the farm?

Dairy, like agriculture in general, can be dangerous. Dairy workers can get hurt when doing their job. Training about ways to be safe can help workers understand the risks and ways to keep from getting hurt. About half of all workers on dairy farms are immigrants. Many do not have a lot of experience working in large animal production on modern farms, are unfamiliar with ways to keep safe and confront challenges due to language and cultural differences.



### What is included in this training manual?

This is a health and safety training manual for immigrant dairy workers. There are five lessons on the following topics:

- Lesson 1 Working safely in dairy-Introduction to health and safety on a dairy farm
- Lesson 2 Working safely with cattle
- Lesson 3 Staying safe with equipment and machinery
- Lesson 4 Worker's rights and responsibilities
- Lesson 5 Working safely around chemicals, confined spaces and silos



For more information, contact National Farm Medicine Center at 800-662-6900 or [nfmcsh@mcrf.mfldclin.edu](mailto:nfmcsh@mcrf.mfldclin.edu)

To download materials, visit [www.migrantclinician.org/seguridad](http://www.migrantclinician.org/seguridad)

# Each lesson has four main parts

1

## Summary of Instructions

This page provides you with a summary of the objectives for each lesson, the materials needed and the time it takes to conduct the lesson.

2

## Background Information

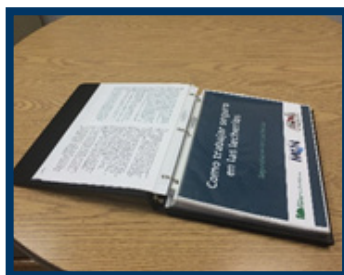
This part includes basic information to help you – the trainer, understand the main risks and recognize the preventive recommendations.

3

## Slides with Step-by-Step Instructions

Each lesson has colorful slides to show participants. Each slide has notes with instructions on what the trainer needs to say and do. It includes activities to help the workers take part in the training and share their experiences and knowledge. The notes with instructions are only for the trainer to read and the slides are for the participants to see. You can show slides in two ways:

- » You can use a binder which has all the slides and the instructions for you to follow. See the picture to the right that shows how to set the binder up so that it is like a flip chart. The binder allows both the workers and trainer to see their parts. The front slide has pictures to show to participants while the back shows the information/instructions needed for the trainer to conduct the training.



- » You can also use a computer to show the slides using PowerPoint. If you have a projector, you can connect the computer to a projector and show the slides on a screen or blank wall. The slides and instructions are available from [www.migrantclinician.org/seguridad](http://www.migrantclinician.org/seguridad). You must print the facilitator instructions and handouts in advance to have them ready for the training.
- » Files for the manual to be used as a PowerPoint slide show or to be printed out and compiled into a flip chart binder are available from [www.migrantclinician.org/seguridad](http://www.migrantclinician.org/seguridad).

The Primary Hazard in Dairy is...



cattle

**Ask the group with Hazard A – Cattle:**  
Please share with the group how cattle can cause injuries and illness and what types of injuries and illness can result when working around cattle.

**Explain:**  
Cows and bulls are the cause of most injuries and some illnesses on a dairy farm.

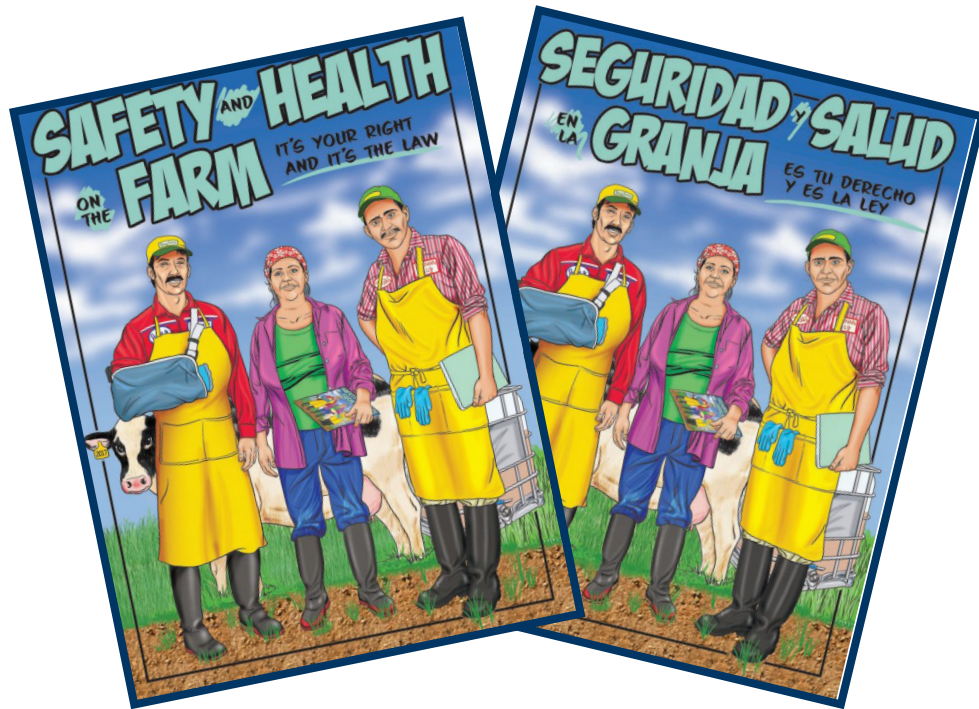
**Pregunte al equipo del Peligro A – El ganado:**  
Por favor digan al grupo los peligros del ganado que puede causar lesiones y transmitir enfermedades, y también qué tipos de lesiones y enfermedades son causadas al trabajar alrededor del ganado.

**Explique:**  
Las vacas y los toros son la causa de la mayoría de las lesiones y algunas enfermedades en una lechería.



## Handouts and Forms

This section includes the materials you need to make copies to distribute to workers, such as sign in sheet, flyers, comic books, drawing paper, cards and games.



## Frequently Asked Questions



### How do adults like to learn?

Adults have a lot of knowledge and experience from living their lives. Workers often know a lot about their job and their experience can be very valuable during the training.

- Give them opportunities to share their safe practices and knowledge about preventing injuries and minimizing risks.
- Ask questions and conduct fun activities. It's important to train them in ways that they take part actively in their own learning process.
- Summarize and repeat information.
- Remember that you are a trainer and your job is to guide them in their learning





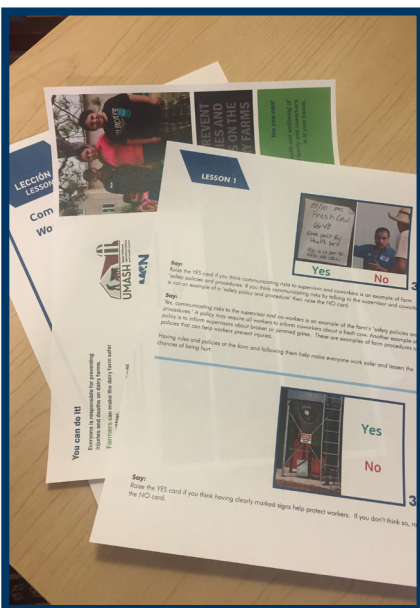
## Why it is important to encourage participation?

People learn better when they are active and engaged in the learning process. Hands-on activities, games, and questions are useful tools to encourage workers to participate. These activities make participants feel comfortable, create fun opportunities to learn, and reinforce the information presented. Be sure to always ask for volunteers and don't force anyone to participate. It's important to be respectful if a worker is not comfortable participating in the activity.



## What is the best way to prepare for the training?

1. Read all four parts of each lesson very carefully before you train.
2. Practice each lesson. Read it out loud and time it so you can practice keeping it within one hour.
3. Make a plan so that you can:
  - Share your training plans and get approval from the farm owner or manager.
  - Find a quiet space with chairs to conduct the training.
  - Announce the day, time and location of the training to the workers. One lesson per week tends to work best.



## What materials need to be prepared for the training?

Each lesson has materials that you may need to use or to give to participants to help them remember the important safety information. It's important that you prepare these materials and make copies ahead of time. Distribute the materials at the end of the training or when instructed to do so during the training.

**National Farm Medicine Center**  
**DAIRY HEALTH AND SAFETY TRAINING**  
Attendance Record

Farm Name: ABC Farm Date: 1/19/16  
City, State: Marshfield, WI Time: 12:00 AM (PM)  
Training Location on Farm: conference room Duration: 60 mins  
Trainer Name: Yurany Nino Sanchez Observer Name: \_\_\_\_\_

Lesson Topic: ☐ 1: Hazard Identification & Control ☐ 4: Workers' Rights & Responsibilities  
☒ 2: Animal Handling ☐ 5: Chemicals & Confined Spaces  
☐ 3: Machinery & Equipment ☐ Other: \_\_\_\_\_

Language: ☐ English ☒ Spanish

Employee Names (please print)

1. <u>John Smith</u>	16.
2. <u>Jane Doe</u>	17.
3. <u>Marco Polo</u>	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

## Why are sign-in sheets needed?

Training workers is an important health and safety requirement for farm owners. Prepare a sheet to list the names of the workers attending every training session and include the lesson title and the date. By having a sign in sheet, a record is kept showing the number of workers trained.



## What are some tips to make sure the training is successful?

- If there is a very active participant that is preventing others from participating, kindly encourage and help shy people to participate by asking questions that require a short answer.
- Adapt the activities when necessary. For example, instead of using YES/NO cards, ask participants to raise their hands to answer yes or no.
- Play games in teams.
- Adapt the activities to one participant when necessary.
- Use words and terms that are familiar to workers. For example, the word *granja* is used in the manual but workers might be more familiar with *rancho* and *finca*.

It's always important to adapt the training to meet the needs of the participants.

Several lessons have a game that involves questions to help participants review what they just learned. If they answer correctly they get points. You can do this by dividing the group into teams. Ask one team a question and give them time to answer. If they don't know the answer, ask the other team. The group with more points at the end wins a prize (if available). You can also use these questions to review the content. You don't have to play the game.

# TRAINING WITH SUCCESS!

## How to train adults

- Be flexible
- Recognize their experience and challenges
- Ask questions
- Summarize and repeat information to reinforce important or difficult concepts
- Use words and terms that are familiar to participants

## How to promote learning

- Ask questions
- Play games
- Have contests
- Ask them to discuss or read aloud
- Invite them to draw or make lists
- Listen before answering
- Repeat the information

## How to know if workers learned

- Ask questions on regular basis about the content
- Ask the same set of questions before and after the training to measure changes
- Take notes for any questions that you don't know the answer so you can remember to find an answer later

## How to have a comfortable learning environment

- Make sure all participate - both men and women, young and old, quiet and outspoken, new and experienced workers
- Address misunderstandings respectfully
- Ask everyone to respect each other ideas, questions and comments
- Conduct a fun activity before you start the lesson to get the participants engaged

## How to speak and communicate

- Speak slowly and loudly
- Listen attentively
- Ask questions and give participants enough time to answer
- Avoid blaming anyone
- Encourage all to take part and share their knowledge and experiences