

Sunnyhill Farms, LLC, Anytown, USA
Safety & Health Policy

Last reviewed: March 2023

At Sunnyhill, together, we view the safety and well-being of our employees as being just as important as our production, economic, and product quality goals. This policy provides all who work and live on Sunnyhill Farms a mutually-agreed to set of expectations and responsibilities. It has been developed by representatives from all production units on our farm. We are a team. We are proud to feed people worldwide. Together we will be leaders and comply with and exceed the workplace safety and health standards that people expect from our industry. Here are things we will do to promote a safe and healthy workplace. This is not meant to be an exhaustive list. We will add or modify this document as needed or through other communication. Detailed information can be found in the Sunnyhill Employee Handbook:

1. We will work together to identify and correct all workplace hazards.
2. Supervisors will be open to learning from employees about safety and health concerns. Employees are encouraged to be watchful and bring problems forward in a timely manner.
3. As safety and health issues are identified and brought forward, you are encouraged to suggest helpful, constructive, and effective solutions.
4. We will work to keep lines of communication open. This also includes making eye contact and non-verbally communicating intentions when things on the farm get busy or noisy.
5. We will strive to and take pride in efforts that lead toward a “zero incidents” goal, but when things do happen we will report and purposely learn from them.
6. We will improve and maintain equipment and facilities, performing scheduled checks and needed and/or unexpected repairs as quickly as is reasonably practical.
7. At the time they occur, we will report all “close-call” and “near-miss” incidents. In regular check-in meetings, we will discuss actions needed to prevent future incidents.
8. Sunnyhill will reward workers for their effort as we achieve safety goals.
9. All on the farm will receive training on how to deal with emergency situations including first aid, CPR, and protocols to prevent and respond to incidents.
10. We will identify personal protective equipment needed for jobs and tasks. Sunnyhill will provide needed equipment based on protocols that we develop together.

The following workplace safety rules will must be followed by every employee and supervisor:

1. No use of phones while operating any moving vehicle/machine or performing any dangerous task. If you must use the phone to communicate with others on the farm or for emergency situations, stop and do so in a safe location. Schedule personal calls during breaks and lunch time.
2. No children are allowed in any location with animals, machinery, where work is happening, or in the shop. If a child is seen on the property, communicate with all nearby employees to make them aware and contact a supervisor.
3. Sunnyhill Farms will never require you to do a job that you view as unsafe. But prompt, honest, and open communication with your supervisor is critical.
4. All injuries and/or unsafe work practices must be reported to your supervisor immediately.
5. Smoking is not allowed on farm property except in designated areas. Alcohol and drug use on the farm or during any hours of work (other than medicines required by a doctor) is strictly prohibited and will be a reason for immediate dismissal.
6. Employees must not operate any machine/power tool that they have not been trained to operate.
7. All PPE must be stored in agreed-to locations at the farm and should not be taken home. All PPE should have your name written with a Sharpie maker. Lost equipment, or PPE taken home and “forgotten” will be replaced, but the replacement cost will be deducted from bi-weekly pay.
8. We need you to be safe and healthy even when you’re not working. Please wear your seatbelts at all times when operating any machine connected with your work if it is equipped with a belt. We will discuss other health actions during key times of the year and provide you with resources.
9. Failure to follow these rules will result in a series of consequences at a minimum:
 - a. First offense – verbal warning and conversation about specific corrections needed.
 - b. Second offense – a written warning.
 - c. Third offense – to be determined, based on seriousness, up to/including termination.

This policy is designed to positively support all who work and live on Sunnyhill Farm and ensure the safety, health and happiness of all employees of Sunnyhill Farm. We care about you, and you are important to our operation and ro our family. As an employee of Sunnyhill Farm, I have read, understand, and will follow all policies outlined in this document.

Name of Employee

Name of Owner

Signature of Employee and Date

Signature of Owner and Date

Note: The policy provided is only a starting point in the establishment of a quality workplace safety and health program. Many employers will create and maintain an employee handbook that should contain substantial additional “safety program” information. A full safety program will include evidence of substantial planning and documentation including protocols, procedures, best practices, all emergency response procedures and contact information and other documentation. Such information must be clearly written, accessible to all who work in the operation, and written in a language understood by all workers.

Liability Disclaimer: *This policy template has been provided as a sample by the UW’s Agricultural Safety and Health Program. It should be viewed as a partial example that illustrates key points and tone. Each employer must assess their own risks and develop appropriate measures to safeguard people and property. This sample document can be modified by the client for the client’s end use. The contained topic(s) may or may not fully address all of the hazards present in your workplace. Your version, tailored for your operation should be reviewed by experts familiar with your operation. Recommended reviewers include but are not limited to your insurance company representatives (property, liability, life, health, etc. insurance), your veterinarian(s), local emergency services volunteers, healthcare providers, safety consultants, your attorney, and others. The Ag Safety & Health program specifically disclaims any warranty or representation that acceptance of any recommendation or advice contained herein will make any premises, property or operation safe or in compliance with any law or regulation.*

Here are some resources that might be helpful:

Safety & Health Management Planning for Farms - <http://bit.ly/AgSafetyManagement>

Ag Injury News Clippings – Maintained by the National Farm Medicine Center - <https://www.aginjurynews.org/>

Farm Incident Investigative Reports – Have detailed case studies. Look for those involving farming operations. Very good for discussion and training with workers - <http://bit.ly/NIOSHFaceReports>

Bilingual safety education materials for dairy workers from Upper Midwest Agricultural Safety and Health (UMASH) Center – <http://umash.umn.edu/seguridad/>

[English and Spanish Safety Training Sheets](https://gemplers.com/pages/safety-training) on a variety of topics from vendor Gemplers. These resources are intended for general information purposes only and are not a substitute for review of the applicable government regulations and standards, and should not be construed as legal advice or opinion. The publisher does not assume responsibility for omissions, errors or misprinting contained within this publication. <https://gemplers.com/pages/safety-training>

US Department of Labor, Occupational Safety & Health Administration – Resources for Agriculture - <http://bit.ly/OSHAinAg>

UW-Extension’s Farm Hazard Checklist - <http://bit.ly/UWFarmHazardChecklist>

Cultivate Safety – Detailed information on protecting youth working on farms. Contains protocols, procedures and specific AGE guidelines that help parents assess their child’s readiness for SPECIFIC jobs on farms. Please note that additional legal requirements specify the tasks allowed and not allowed for youth people under the age of 16. <https://cultivatesafety.org/>

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Please note: We are an educational institution (UW-Madison). We will provide education and technical assistance when possible and when appropriate. *Note that MANY specific issues on farms are highly unique and require on-site technical advice and expertise from a private consultant AND your insurance company or attorney.* We occasionally make farm visits, though only as time and budgets allow. You are encouraged to contact other technical service providers in your area for highly tailored and site-specific guidance. Additional farm safety and health information can be found at: agsafety.wisc.edu