



2023

## GAPC FARMWORKER TRAINING PROGRAM CATALOG



# GAP

## CONNECTIONS

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## Farmworker Training Program Overview

Agriculture ranks among the most hazardous industries in the U.S. GAP Connections (GAPC) recognizes the need to provide tools and resources to prevent health and safety risks. The GAPC farmworker training program offers a training opportunity that includes variety of topics, including customized topics to promote safe and best work practices as well as a safety culture in the workplace.

Training includes a pre-consultation (number of workers, type of workers, machinery used, etc.), certificate for grower, individualized training card for each worker listing topics covered and date of training for each worker, and post-evaluation. To learn more about the Farmworker Training program and the GAPC Farmworker Trainer visit the GAPC website, [www.gapconnections.com](http://www.gapconnections.com) and navigate to Farmworker Training under What We Do ([On-Farm Worker Training - GAP Connections](#)).

If you are interested in scheduling a farmworker training session, please contact Francisca Rios by email or phone (email: [frios@gapconnections.com](mailto:frios@gapconnections.com); phone: 865-622-4606 Ext. 114). Training is available to GAPC Grower Members and Non-Members. Multiple sessions can be held but each session is ideally conducted in groups no larger than 50 workers. Growers may combine workforces to be trained at one location.

A registration packet will be provided after you contact GAPC to collect information about the topics you wish to have at your training and who will be participating. A training date and time will be provided after registration and payment have been completed.

After the training session, growers will receive training documents and workers will receive training cards that list the topics they were trained on and the date of the training.

## Topics

### **Safety Training Topics**

- COVID-19 Preventative Steps
- CPR & First Aid<sup>1</sup>
- Farm Emergency Plan & Emergency Response<sup>1</sup>
- First Aid<sup>1</sup>
- General Farm Safety<sup>1</sup>
- General Safe Operation of Farm Equipment & Machinery<sup>1</sup>
- Heat Stress<sup>1</sup>
- Use of Personal Protective Equipment (PPE)<sup>1</sup>
- Worker Protection Standards (WPS)<sup>1</sup>

### **For Produce/Food Handling Operations**

- Worker Health and Hygiene

### **For Tobacco Operations**

- Barn Safety (Air and Fire-cured Tobacco Operations)<sup>1</sup>
- Green Tobacco Sickness – Symptoms & Treatment<sup>1</sup>
- Prevention of Carbon Monoxide Poisoning (Fire-cured Tobacco Operations)<sup>1</sup>

### **Labor Training Topics**

- Housing Orientation for Employer Provided Housing
- Human Trafficking Awareness & Prevention
- Sexual Harassment

### **For Tobacco or Hemp Operations**

- GAPC Worker Rights and Responsibilities and Worker Concern Helpline<sup>1</sup>

### **Crop Training Topics**

#### **For Tobacco Operations**

- Crop Integrity and Market Preparation<sup>1</sup>
- Non-Tobacco Related Material (NTRM)<sup>1</sup>

#### **For Hemp Operations**

- Non-Hemp Related Material (NHRM)<sup>1</sup>

### **Customized Topics (\$75 per topic)**

- Specific to a Certification Scheme<sup>2</sup>
- Specific Safe Operation of Equipment on Your Farm<sup>2</sup>
- You Choose<sup>2</sup>

### **FLC Training Topics**

- GAPC Certification Farm Labor Contractor (FLC) Records

### **Grower Training Topics**

- GAPC Certification Labor Records

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<sup>1</sup>Indicates this topic is required for GAPC Tobacco and/or Hemp Certification.

<sup>2</sup> Grower will need to provide information to trainer or participate in training and have trainer translate.

## Indication of Requirement

Use the logos below to identify when a specific training topic is a requirement of a program, organization, or agency.



Indicates the topic is required by a GAPC Certification Program

**OSHA**

Indicates that the topic is an OSHA required topic.

**EPA**

Indicates that the topic is required by the United States Environmental Protection Agency

The GAPC Farmworker Training is designed to educate the participants on safe and best work practices and, if applicable, to meet certain training requirements of certain government agencies. However, participation in the Training and/or following the practices described in the Training does not guarantee compliance with all applicable laws, regulations, and requirements. Employers are responsible for ensuring compliance with all applicable laws, regulations, and requirements.

## Safety Training Topics

### Barn Safety (Tobacco Operations)



*Air and Fire-Cured Only*

**Description:** Hanging tobacco in barns or other curing structures can be dangerous if proper precautions are not taken. Prior to harvest all curing structures should be inspected and evaluated for safety and prepared for housing. Workers who are hanging tobacco in the barns should be provided instructions and information on how to do so properly and safely.

**Objective:** In this session workers will learn about general safety in air and fire-cured tobacco barns. This session will be customized depending on how tobacco is cured. Workers will learn proper attire, how to prevent distractions, and how to report any safety hazards identified.

**Time Needed:** Approximately 10 minutes.

### COVID-19 Preventative Steps

**Description:** On March 11, 2020, the World Health Organization (WHO) characterized COVID-19 as a pandemic. COVID-19 has caused severe illness and death. It poses a high risk for the elderly (60 or older) and people with preexisting health conditions such as high blood pressure, heart disease, lung disease, diabetes, autoimmune disorders.

**Objective:** In this session workers will learn about how COVID-19 spreads, the symptoms, how to protect yourself and others and proper handwashing.

**Time Needed:** Approximately 10 minutes.

### CPR & First Aid

#### OSHA

**Description:** CPR is a crucial lifesaving tool during times of emergency. CPR is proven to be effective for long-term survival when done properly and in the right window of time after cardiac arrest. The problem is that not enough people know how to perform CPR and those who do may start compressions too late due to personal feelings and doubts. First aid is the first assistance given to a patient when there is an accident or illness. It comprises of simple techniques carried out before professional help arrives. First aid is valuable because it prevents a situation from getting dire or becoming fatal.

**Objective:** In this session workers will learn basic steps in providing CPR and first aid in the event of an emergency. This includes recognizing an emergency, know the difference between life threatening and non-life-threatening emergencies and emergency action steps (check, call, care).

**Time Needed:** Approximately 20 minutes.

## Farm Emergency Plan & Emergency Response

**Description:** Farms, like most workplaces, face unexpected emergencies and disasters. Agricultural emergencies and disasters can be natural or man-made. To help lessen the impact of these events, employers and supervisors should develop and exercise an emergency action plan that prepares workers to react to and handle emergencies and disasters before they occur

**Objective:** The workers will learn about different types of natural emergencies, man-made emergencies, understand risks, procedures in place, and a communication plan to report emergencies.

**Time Needed:** Approximately 15 minutes.

## First Aid

**COMING SOON!**



**Description:**

**Objective:**

**Time Needed:**

## General Farm Safety



**OSHA**

**Description:** General farm safety is being aware of one's surroundings. Just by cleaning up spills, using the right equipment, wearing proper PPE one can prevent harmful injuries.

**Objective:** Workers will learn about general farm safety and the importance of being aware and able to identify farm safety risks, the farm safety plans and emergency response procedures.

**Time Needed:** Approximately 10 minutes.



## General Safe Operation of Farm Equipment & Machinery



OSHA

**Description:** Each year farm equipment and physical contact with machines and powered equipment account for a significant number of injuries that may also result in the death of a worker. This session includes training tips for safe operation of farm equipment, equipment hazards, OSHA training requirements such as ROPS, and safeguarding for farm field equipment, farmstead equipment, and cotton gins.

**Objective:** The workers will learn to identify farm equipment and machinery hazards, learn tips to prevent safety risks and hazards. They will also learn about ROPS and machine safeguarding operating instructions.

**Time Needed:** Approximately 15 minutes.

## Green Tobacco Sickness (GTS) (Tobacco Operations)



OSHA

**Description:** Workers who plant, cultivate and harvest tobacco are at risk of suffering from a form of nicotine poisoning known as "Green Tobacco Sickness"(GTS). This illness causes nausea and vomiting that can lead to hospitalization and lost work time. Tobacco workers suffering from GTS are at greater risk for heat illness.

**Objective:** In this session workers will learn how to recognize Green Tobacco Sickness, how to prevent GTS, how to administer proper emergency response and other safety tips.

**Time Needed:** Approximately 10 minutes.

## Heat Stress



OSHA

**Description:** Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes.

**Objective:** Workers will learn what heat stress is, how it affects their health and safety, how to protect themselves and how it can be prevented.

**Time Needed:** Approximately 20 minutes.

## Prevention of Carbon Monoxide Poisoning (Tobacco Operations)



Fire-Cured Only OSHA

**Description:** Carbon monoxide is a poisonous gas that has no smell or taste. Breathing it in can make you unwell, and it can kill if exposed to high levels. Smoke inhalation during a fire can cause carbon monoxide poisoning.

**Objective:** In this session workers will learn what is Carbon Monoxide Poisoning, how to identify symptoms, preventative steps and emergency response.

**Time Needed:** Approximately 5 -10 minutes

## Use of personal protective equipment (PPE)



OSHA

**Description:** Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses, shoes, earplugs or muffs, hard hats, respirators, coveralls, vests, and full body suits.

**Objective:** In this session workers will learn about the requirements of different types of PPE, when PPE is necessary, limitations, proper care, and maintenance.

**Time Needed:** Approximately 15 minutes.

## Worker Health and Hygiene (Produce Operations)

**Description:** Review the responsibilities that harvesters and handlers need to take seriously to prevent human contamination of produce. This will cover the topics of (1) worker cleanliness and health, (2) proper handwashing, (3) preventing accidental contamination.

**Objective:** Workers will learn the different sources of contamination and how to prevent those. The workers will also learn proper handwashing techniques.

**Time Needed:** Approximately 20 minutes.

## Worker Protection Standards (WPS)



EPA

**Description:** The Worker Protection Standard (WPS) is an EPA law designed to protect workers from pesticide poisoning and injury. It aims to reduce pesticide exposures for workers and their families. It applies to farmworkers, and those that work in a forest, nursery, or greenhouses that produce agricultural plants.

**Objective:** The workers will learn about sources and routes of pesticide exposure, identify the symptoms of pesticide exposure, recognize, and explain the meaning of warning signs in the fields, take appropriate actions to prevent overexposure and apply routine and emergency decontamination procedures.

**Time Needed:** Approximately 25 minutes.

## Labor Training Topics

### Housing Orientation for Employer Provided Housing

**Description:** Farmers and other employers providing housing to migrant seasonal farmworkers may be required to comply with the requirements of State and/or Federal agencies. These agencies are responsible for ensuring regulatory compliance regarding the safety of farmworker housing.

**Objective:** Workers will learn practices on how to clean and maintain housing sites. They will also learn about housing rules and how to report damages or issues.

**Time Needed:** Approximately 20 minutes.

### Human Trafficking Awareness & Prevention

**Description:** Human trafficking is a crime that trades in people of all genders, ages and backgrounds and exploits them for profit. Human trafficking awareness helps identify indicators of trafficking activities. The recognition of human trafficking by others can save a victim's life and help the investigation and prosecution of traffickers.

**Objective:** In this session workers will learn what is human trafficking and different forms of exploitation, who does it affect, where does it happen, signs of human trafficking on victims, and how to report it.

**Time Needed:** Approximately 10 minutes.

## Sexual Harassment

**Description:** All employers have a duty of care to protect their workers and can legally be liable for sexual harassment in the workplace if they have not taken reasonable steps to prevent it. Sexual harassment not only impacts the victim, but it also impacts coworkers and employers. The effects of sexual harassment in the workplace also include physical and financial problems.

**Objective:** In this session workers will learn what is sexual harassment, the types of sexual harassment, who is a harasser and who may be harassed, and how to prevent sexual harassment.

**Time Needed:** Approximately 5-10 minutes

## GAPC Worker Rights and Responsibilities and Worker Concern Helpline



**Description:** The GAPC worker concern helpline (WHC) provides a way for farmworkers on a GAPC Grower Member's farm to ask for information or express concerns. The GAPC WHC hopes to remedy concerns or misunderstandings and improve worker and grower relations.

**Objective:** This training will explain the purpose and use of the GAPC WCH to workers as well as cover the GAPC Worker Rights and Responsibilities.

**Time Needed:** Approximately 10 minutes.

## Crop Training Topics

### Crop Integrity and Market Preparation (Tobacco Operations)



**Description:** Training is also important to producing a quality crop and providing the product that buyers request. It is important for workers to understand how and why market preparation of the crop is done to ensure the quality of the crop and that delivery requirements of buyer are met.

**Objective:** Worker will learn about proper techniques for harvesting, grade separation (air and fire-cured only), proper baling and market preparation.

**Time Needed:** Approximately 10 minutes.

### Non-Hemp Related Material (NHRM) (Hemp Operations)



**Description:** Non-hemp related material (NHRM) is of critical concern to the hemp industry. Comprehensive approaches to NHRM source elimination and NHRM detection and removal at all levels of the supply chain are necessary in order to protect hemp integrity.

**Objective:** In this session workers will learn what is NHRM, the importance of recognizing NHRM, how to prevent it.

**Time Needed:** Approximately 5-10 minutes.

### Non-Tobacco Related Material (NTRM) (Tobacco Operations)



**Description:** Non-tobacco related material (NTRM) is of critical concern to the tobacco industry. Comprehensive approaches to NTRM source elimination and NTRM detection and removal at all levels of the supply chain are necessary in order to protect tobacco integrity.

**Objective:** In this session workers will learn what is NTRM, the importance of recognizing NTRM, how to prevent it.

**Time Needed:** Approximately 10 minutes.

## Customized Topics

### Specific to a Certification Scheme (Produce)

If you have specific training needs on your farm specific to a Certification scheme or program you are participating in or a specific buyer you are selling to, GAPC staff will discuss your needs and design a training to meet them.

**Objective:** Meet the training needs specific to the farm operation.

**Time Needed:** Will depend on the topic being covered

**Cost:** \$75 per topic

### Specific Safe Operation of Equipment on Your Farm

If you have specific training needs for workers who will be operating specific machinery or equipment on your farm such as harvesters, balers, forklifts, etc., GAPC staff will discuss your needs and design a training to meet them.

**Objective:** Meet the training needs specific to the farm operation.

**Time Needed:** Will depend on the equipment and topics being covered

**Cost:** \$75 per topic

### You Choose...

If you have specific training needs on your farm that are not covered by the current list you may request a custom topic. GAPC staff will discuss your needs and design a training program to meet them. These include topics that may be specific to a Certification scheme or program.

**Objective:** Meet the training needs specific to the farm operation.

**Time Needed:** Will depend on the topic being covered

**Cost:** \$75 per topic

## FLC Training Topics

### GAPC Certification Farm Labor Contractor (FLC) Records

**Description:** If Farm Labor Contractors (FLCs) are used to obtain labor for an operation it is critical that documentation required by law and the GAPC Certification Programs are maintained.

**Objective:** In this session, FLCs and those growers who contract with FLCs will understand the record requirements for GAPC Certification and be prepared to provide the required records to a grower who is trying to achieve GAPC Certification.

**Time Needed:** Approximately 20 minutes.

**Cost:** \$50 per FLC

## Grower Training Topics

### GAPC Certification Labor Records

**Description:** Review the records that should be maintained on the farm for a GAPC Certification Monitoring Visit including templates for various policies and procedures. Some records are required by law such as recordkeeping requirements from the [Fair Labor Standards Act \(FLSA\)](#) or the [Migrant and Seasonal Agricultural Worker Protection Act \(MSPA\)](#). It is important for growers to be aware of those requirements and to be prepared to produce the required records if ever visited by the U.S. Department of Labor. Those required records are requirements in the GAPC Certification Program along with records to provide proof of best practices in labor management.

**Objective:** This session will help growers understand the record requirements and be prepared to provide required records.

**Time Needed:** Approximately 20 minutes.

### GAPC Certification Program Specific Requirements

This section outlines the training requirements of GAPC Certification Programs. To see a complete list of requirements for Certification please visit [www.gapconnections.com](http://www.gapconnections.com).

We encourage growers to explore other topics from our GAPC Farmworker Training Catalog that may not be required by a GAPC Certification Program but are useful to encouraging and creating a safe working environment.

### GAPC Tobacco Certification Program

Annual training of workers on these topics is required for GAPC Tobacco Certification.

#### Safety Training

- Farm Emergency Plan & Emergency Response
- General Farm Safety & First Aid
- General Safe Operation of Farm Equipment and Machinery (Tractor and Forklift)
- Green Tobacco Sickness – Symptoms & Treatment
- Heat Stress – Symptoms & Treatments
- Prevention of Carbon Monoxide Poisoning (Fire-Cured Only)
- Worker Protection Standards (includes the storage, handling, application and disposal of agrochemicals and the Recognition of Restricted Entry Interval (REI))

- Use of Personal Protective Equipment (PPE)

### **Worker Rights & Awareness**

- GAPC Worker Rights and Responsibilities
- GAPC Worker Concern Helpline

### **Production and Harvesting Training**

- NTRM Prevention
- Grade Separation (Air and Fire-cured Only)
- Proper Baling and Market Separation
- Harvesting Tobacco

## **GAPC Hemp Certification Program**

Annual training of workers on these topics is required for GAPC Tobacco Certification.

### **Safety Training**

- Farm Emergency Plan & Emergency Response
- General Farm Safety
- General Safe Operation of Farm Equipment and Machinery
- Heat Stress – Symptoms & Treatments
- Worker Protection Standards (includes the storage, handling, application and disposal of agrochemicals and the Recognition of Restricted Entry Interval (REI))
- Use of Personal Protective Equipment (PPE)

### **Worker Rights & Awareness**

- GAPC Worker Rights and Responsibilities

### **Production and Harvesting Training**

- NHRM Prevention