



GAPC Certification Tips

Don't forget to complete your self-assessments before your audit date!

Our weekly email containing tips, advice and reminders that will help you achieve GAPC Certification in 2018.



This week: Emergency and Disaster Planning and Farm Labor Contractors

1. Emergency and Disaster Planning: Do you have your plan together?

If you currently do not have a written emergency plan you can use the [record templates](#) provided by GAPC to create your written emergency plan. The factsheet will walk growers through the steps to creating an emergency plan and the templates are provided for important numbers, a farm roster, and emergency plans for medical, fire and weather related emergencies.

The audit has both Criticals and Additional related to emergency planning.

Critical

- Do you have dedicated emergency contact person for all of your workers?
- Do you provide your workers with access to emergency medical services (EMS)?
- Do you have a written emergency plan for your workers in case of medical emergencies, fires, or weather events?

All of the above can be answered and verified by an auditor reviewing your emergency plan as long as it includes a designated contact person, important numbers such as local police and fire department, and you have completed the medical, fire, and weather related emergency plans on paper. Use of our templates are not required. If you have your emergency plan and information in another format it will be acceptable.

Additional High

- Do you have anyone on your farm that is certified in First Aid/CPR/AED training?

Additional High questions are worth five points. Growers need to get 75% of the Additional points and 100% of the Critical points to achieve Certification.

2. Farm Labor Contractor (FLC): What will be asked about the FLC on the audit?

If you use a FLC to provide labor on your farm there are several critical standards that have to be met:

U.S. and International Critical:

- Obtain and keep a copy of the contractor's Certificate of Registration.
- Obtain and keep a copy of the housing inspection if FLC is authorized to house. ☐
- Obtain and keep a copy of insurance if FLC is authorized to transport. ☐
- Ensure that workers are properly paid by either paying workers directly rather than through an FLC or third-party labor provider or ensure the FLC provides wage statements to workers as legally required and grower must obtain and keep copies. (Auditor will ask to view wage statements either from the grower or from the FLC.)

U.S. Only

- Ensure all workers provided by the FLC are 16 years of age or older. Verify age of workers by reviewing the worker's Form I-9. (Auditor will ask to view I9's for FLC workers.) ☐
- Ensure no worker under 18 provided by the FLC is assigned DOL hazardous tasks (Appendix 1 - List A).

International Only

- Ensure all workers provided by the FLC are 18 years of age or older. Verify age of workers by reviewing the worker's Form I-9. (Auditor will ask to view I9's for FLC workers.) ☐

Don't forget there is FREE help available to you for your human resource and labor management questions!

Human Resources and Legal Hotline for Growers



GAPC partnered with Littler Mendelson, attorneys at law, for the second year to provide growers with a comprehensive risk management hotline service carefully designed to help manage workforce employment issues and reduce exposure to employment related liability. This hotline is free to all GAPC grower members.

Growers can access the hotline by phone (866) 823-6333 or by email LittlerHRhelp@littler.com. When contacting the hotline, please be prepared to provide, your name, GAPC grower ID #, location, type of issue, phone and email (if available).

In future emails...

- Hours worked vs. hours offered

We will also be answering these questions and posting them online for easy access at: <http://www.gapconnections.com/growers/faq-certification>

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