



## Occupational Health and Safety on the Farm

# Induction

Vegetable Growing Industry



# Trainer's Handbook



## About This Book

**There are three main features of this book.**

The first is that it provides you with the information you need in preparing to deliver the course. You will also find the same content as the Worker's Manual together with extra notes and additional information to help with delivering each module. Finally, you will find that the Workbook exercises are provided along with the correct answers. All of these sections are presented in the signature colour for the respective courses for greater ease of use.

**NOTE:** There is also room provided at the right of each page to make general notes and/or highlight any important points specific to your workplace.

## Introduction

**The delivery of every Mentor Training Occupational Health and Safety course is only one aspect in the establishment of a safe workplace within your organisation.**

Course delivery must be conducted in conjunction with a number of other essential components including:

- The establishment of an organisation-wide commitment to maintaining a healthy and safe workplace
- The provision of all necessary facilities, material and tools for the maintenance of a healthy and safe workplace

## NOTES

- Ensuring that 'WorkSafe' recommendations are adhered to and monitored on an on-going basis
- An OH&S reporting process is in place to track issues and incidents (near and actual)
- An auditable process is in place ensuring only appropriately trained persons enter the workplace
- The production and maintenance of a set of workplace OH&S guidelines, including a 'Farm Emergency Plan' which is available and understood by all workers

The aim of Mentor Training OH&S training is the creation of a workplace environment where worker health and safety is part of the culture of all members of the organisation from the top management through to part-time workers.

This will not happen overnight and will only be achieved if the commitment to workplace health and safety is adopted throughout the organisation.

## Course Presentation

**All Mentor Training courses are set-up in the following format:**

- ▶ Course
  - Modules
    - Lessons

At the commencement of the course it is the trainer's responsibility to ensure that all participants have the appropriate language skills to comprehend the material contained within the course.

Attendees who are unable, unwilling or reluctant to listen and learn from the course often distract other workers. Management should be made aware of this situation and appropriate action taken to ensure a productive classroom environment is maintained which is conducive to the training of all participants.

## NOTES

As the trainer, you must have a clear understanding of the particular OH&S issues within the workplace that workers are likely to encounter, as well as all relevant OH&S processes and safety plans in place within the organisation.

You should review all content to be delivered within each lesson and, where possible, illustrate the relevance that each lesson may have to the actual workplace.

This course contains 'generic' farm OH&S information and as such if you feel that areas of specific relevance to your workplace have not been covered, it is your responsibility to include this material in the course.

Where particular aspects of any lesson are of greater importance to the work environment to be encountered by the employees, ensure more emphasis is given to the lesson or module instruction.

By involving workers throughout the course presentation, using techniques such as asking for examples of past experiences and encouraging discussion on each topic, you will find that workers will engage more willingly in the knowledge transfer and consequently derive more benefit from the instruction, as direct relevance with their workplace can be seen.

Workers should be urged to question any areas covered in the course which they do not fully understand and they need to be aware that the course is only one aspect of the overall process of ensuring that workplace health and safety is maintained.

It must be made clear to all attendees of the course that their vigilance in establishing a safe workplace environment is critical.

This includes:

- ensuring that all persons within the workplace are properly trained
- reporting to management or their supervisor any and all issues which they feel may impact workplace OH&S