

## INFORMATION - TRAINING BOOKLET

# “WORKING RISKS AND PREVENTIVE MEASURES FOR SEASONAL AND OCCASIONAL WORKERS”

### - FARM -



FARM \_\_\_\_\_

Phone Number \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_

The following number \_\_\_\_\_

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**There is no work so simple that cannot be done badly.**

**Arthur Bloch, Perrussel Law “The Third Book” by Murphy, 1982**

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## WORK RISK BOOKLET AND PREVENTIVE MEASURES FOR SEASONAL AND OCCASIONAL WORKERS

### APPLICATION SECTOR

Workers with generic and simple tasks that do not require specific professional requirements and who work within the FARM for no more than 50 working days per year.

### PURPOSE

The booklet is used as an information tool for workers who are the recipients of the simplification measures provided for by the Interministerial Decree of 27 March 2013, pursuant to art. 3 "that the requirements relating to information and training, limitations to the workers identified by this decree, are considered fulfilled by delivery to the worker of specific documents certified by the ASL or by bilateral bodies and by the joint bodies of the agricultural sector and cooperation at national or territorial level.

## THE ORGANIZATION OF PREVENTION IN THE FARM

THE EMPLOYER MUST:

- Assess all health and safety risks;
- Elaborate the RAD (Risk Assessment Documents);
- Inform, train and train workers;
- Carry out worker surveillance, in the cases provided for in Article 41;
- Manage emergencies;
- Ensuring the right of worker representation.

To fulfil these obligations he must, having consulted the SWR ((Safety Worker Representative) :

- designate the Head of the Prevention and Protection Service (HPPS) and the staff of the service;
- appoint the competent doctor, in the foreseen cases;
- appoint the workers in charge of emergency management.

## THE PREVENTION AND PROTECTION AGAINST RISKS, THE MANAGER AND THE EMPLOYEES

The company prevention and protection service is used by the DL (Employer) to:

- identify and assess risks and safety measures;
- work out preventive and protective measures and the control systems of such measures;
- elaborate the safety procedures for the various business activities;
- suggest information and training programs for workers;
- provide information to workers.

## RISK ASSESSMENT AND RISK ASSESSMENT DOCUMENT (RAD)

The employer must carry out an assessment of all health and safety risks. This activity must be carried out in collaboration with the HPPS and with the competent doctor; moreover, he/she must consult the SWR in advance. The risks must also be included in this assessment:

- connected to work-related stress;
- concerning pregnant workers;
- related to gender differences, age, origin of other countries;
- connected to the specific type of contract through which the work is rendered.

The evaluation follows the processing of the RAD which must be kept at the production unit to which the evaluation refers and can be kept on information support.

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The risk assessment process is divided into 3 phases:

1. **CENSUS OF THE DANGERS:** it consists in identifying all the conditions present in the working activity that can potentially cause damage to the workers' health due to accidents or work-related illnesses.
2. **PRELIMINARY EVALUATION:** it consists in assessing the dangers identified from a qualitative and quantitative point of view, referring, where possible, to threshold values provided for by law or by good technique recommendations, in order to identify risk situations that require a thorough evaluation.
3. **DEEPENED EVALUATION:** it consists in a detailed analysis of the risks identified in order to find the preventive measures implemented or to be adopted to protect the workers' health and safety and the consequent legal obligations.

## EMERGENCY MANAGEMENT

The employer must provide for the management of emergency situations, that is: first aid, fire fighting, evacuation of workers, cases of serious and immediate danger.

### EMERGENCY PROCEDURE

#### TASKS AND GENERAL PROCEDURES

**In an emergency situation (fire, accident, calamity) the worker must call the emergency officer who will activate according to the indications below. Only in the absence of the emergency officer, the worker can activate the procedure listed below.**

#### CALL FOR EXTERNAL ASSISTANCE

##### In case of fire

- Call the FIRE FIGHTERS by dialling the telephone number 115.
- Answer calmly the questions of the fire brigade operator who will ask for: **Farm Address and Telephone Number, Information on the fire.**
- Do not interrupt communication until the operator decides.
- Wait for external help outside the firm.

##### In case of accident or illness.

- Call the PUBLIC RESCUE by dialling the telephone number 118.
- Answer calmly the questions of the operator who will ask for: **surname and name, address, telephone number and possible route to get there, type of accident: brief description of the situation, number of injured people, etc.**
- Once the call is over, leave the phone free: they may need to call you back.

#### BEHAVIOURAL RULES

- Follow the advice of the operator of the Operational Centre 118.
- Observe well what is happening to be able to bring it back
- Pay attention to possible sources of danger (risk of fire, etc.).
- Encourage and reassure the patient.
- Send, if necessary, a person to wait for an ambulance in an easily identifiable place.

### FIRST AID PROTECTION

In the firm, as required by Article 45, paragraphs 1 and 2 of Legislative Decree 81/08, there are the health facilities needful for providing first aid to workers injured or affected by sudden illness. That health care is contained in a First Aid Box.

## CONTENT OF THE PRESENT MEDICATION PACKAGE

- Disposable sterile gloves (2 pairs).
- Bottle of cutaneous iodopovidone solution with 10% iodine 125 ml (1).
- 250 ml bottle of saline (sodium chloride 0.9%) (1).
- Sterile gauze tablets 18 x 40 in single bags (1).
- 10 x 10 sterile gauze tablets in single bags (3).
- Disposable sterile dressing tweezers (1).
- Pack of cotton wool (1).
- Pack of patches of various sizes ready to use (1).
- 2.5 cm high patch roll (1).
- 10 cm hemmed bandage roll (1).
- A pair of scissors (1).
- A tourniquet (1).
- Ice pack ready to be used (1).
- Disposable bags for the collection of medical waste (1).
- Instructions on how to use the aforementioned aids and to provide first aid waiting for the emergency service.



## WORKERS OBLIGATIONS

Each worker must take care of his own health and safety and that of other people present in the workplace, on which the effects of his actions or omissions fall, in accordance with his training, instructions and means provided by the employer.

In particular, workers will:

- a) contribute, together with the employer, managers and supervisors, to the fulfilment of the obligations envisaged to protect health and safety in the workplace;
- b) observe the provisions and instructions given by the employer, managers and supervisors, for the purpose of collective and individual protection;
- c) correctly use work equipment, dangerous substances and preparations, means of transport and, as well as safety devices;
- d) use the protective devices made available to them appropriately;
- e) report immediately to the employer, to the manager or to the person in charge the deficiencies of the means and devices referred to in letters c) and d), as well as any eventual dangerous conditions of which they become aware, taking direct action, in case of urgency, within his / her own competences and possibilities and without prejudice to the obligation referred to in letter f) below to eliminate or reduce situations of serious and impending danger, by informing the workers' representative for safety;
- f) not to remove or modify the safety or signalling or control devices without authorization;
- g) do not carry out operations or manoeuvres on their own initiative which are not within their competence or which may compromise their own safety or that of other workers;
- h) participate in training and education programs organized by the employer;
- i) undergo the health checks provided for by this legislative decree or in any case ordered by the competent doctor.

## MAIN PREVENTION MEASURES TO BE CARRIED OUT BY THE FARMER AND WORKERS IN THEIR WORK

## INFORMATION AND TRAINING

For each work equipment made available, the workers in charge of the use have all the necessary information and instruction and receive adequate training in relation to safety and to:

- the conditions of use of the equipment;
- predictable abnormal situations.

For equipment that requires, in relation to their particular risks, knowledge and responsibilities, adequate and specific training is given, such as to allow the use of the equipment in a suitable and safe way, also in relation to the dangers that may be caused to other people.

## WEATHERING

Prolonged exposure to the sun and heat can cause effects that can vary from a simple malaise to even serious forms such as "heat stroke" and "sun stroke".

### RISK

The warning signs are: lack of strength, headache, nausea, muscle cramps, dizziness. If neglected they can lead to loss of consciousness and even more serious damage.



Weather and Climate

### SECURITY MEASURES

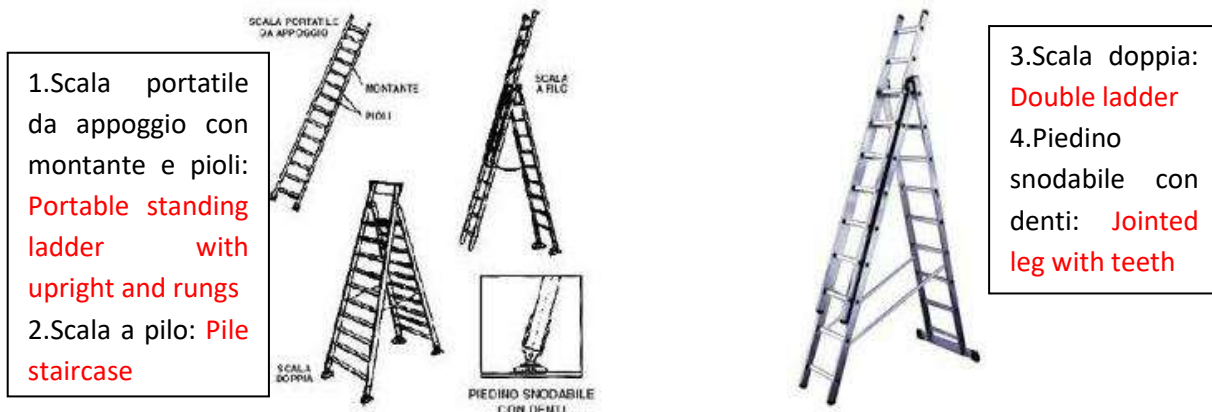
- Wear opaque clothes.
- Drink small sips of cold water at frequent intervals to avoid the dehydration.

## PORTABLE STAIRS OF SUPPORT

Falls from ladders are a frequent cause of accidents in agriculture, with consequences that can vary from simple spraining, to fracture, to paralysis or death.

This equipment, of very common use, must not only be built and repaired in compliance with safety criteria, but must be used correctly.

The main types used include a simple ladder configuration, or inserted or double elements, and the manufacturing materials change from wood to aluminium to plastic materials.



### RISK

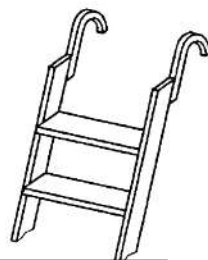
- ❖ Fall from the ladder due to oscillation of the operator's body
- ❖ Fall of the ladder because it is not anchored during use
- ❖ Fall due to breakage or deterioration of the elements making up the ladder
- ❖ Tipping

### SECURITY MEASURES



- ❖ Secure the ladder to the shaft on stable and resistant support, at the nearest point where the operator will intervene, in order to avoid lateral oscillations of the body
- ❖ Ensure periodic maintenance of the ladders, so as to maintain the good state of preservation of the elements.

EVALUATION OBJECT	CORRECTIVE ACTIONS
Foot slip	Anti-slip devices must be present at the lower ends or tips to be driven into the ground
Vertical stability and length	Devices, retaining hooks or constrained to the upper ends must be present. In the case of lack of handholds for the user, the ladder must be of a height such as to protrude sufficiently beyond the access level
Rungs	In wooden stairs the rungs must be fixed to the uprights by interlocking. Interlocking non-slip pegs, completed by welding or riveting for metal ones



↑ Holding hooks



↑ Non-slip support

Using three-log ladders is a greater safety measure than traditional wooden ladders, because they eliminate:

- ✓ The need to lean it against the wall
- ✓ the obstacle constituted by the upper uprights

**IN CASE OF MAINTENANCE, REPLACE THE ELEMENT OF THE LADDER AND DO NOT PROCEED TO ANY REPAIR.**

**Personal Protective Equipment (P.P.E.) :**



### MANUAL HANDLING OF LOADS

When we talk about manual handling of loads we refer to all those operations of transport or support of a load by one or more workers, including the actions of lifting, depositing, pushing, pulling, carrying or moving a load, which, due to their characteristics or as a consequence of unfavourable ergonomic conditions, they involve risks of pathologies due to biomechanical overload (pathologies of the osteoarticular structures, tendon muscle and vascular nerve), in particular back-lumbar ones.

### RISK

- ❖ Injuries to the dorsal-lumbar spine due to heavy or improperly handled loads

### SECURITY MEASURES

- ❖ Reduce the weight of the loads to be transported
- ❖ Firmly grasp the load to be lifted and transported
- ❖ Flex the legs during lifting
- ❖ Get help from other people or use specific equipment for heavy or bulky loads

TO REDUCE THE RISK DETECTED BY THE EMPLOYER, IT MUST ADOPT TECHNICAL, ORGANIZATIONAL AND PROCEDURAL PREVENTIVE MEASURES THAT REDUCE IT TO A MINIMUM:

- Reduce work rhythms
- Introduce compensatory breaks
- Train to inform and train workers

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<b>HOW TO LIFT A WEIGHT NOT BEND THE BACK</b>	
<b>NO</b>	<b>YES</b>
Do not bend your back keeping your legs straight	Bend your knees Keep your back straight
<b>GET AS CLOSER AS POSSIBLE</b>	
<b>NO</b>	<b>YES</b>
Do not stretch your arms Do not bend your back	Make sure your centre of gravity is as close as possible to that one of the load
<b>DO NOT TURN YOUR TORSO</b>	
<b>NO</b>	<b>YES</b>
If the load is increased, you have to do some movements not only rotate your torso	Move your body moving your feet
<b>ENSURING A STABLE HOLD ALWAYS USE APPROPRIATE GLOVES</b>	



## MANUAL CUTTING EQUIPMENT

### RISK FACTORS

- Repetitive movements
- Incongruous postures
- Projection of materials
- Manual handling of loads
- Contact with pointed, sharp or plant parts (whiplash blow)
- Microclimate
- Falls and sliding

### MEASURES OF PREVENTION AND PROTECTION

- Always check the efficiency of the scissors (sharpening);
- When moving, always use the blade guard (falls with scissors in your hand can also cause serious injuries)
- Do not overload the hand-arm complex (being a high frequency of repetitive gestures, it can cause pathologies in the long run)
- Suitable clothing for work in severe weather conditions
- Bring the mobile phone to the workplace to give an indication of position in case of emergency and a medication package for first aid

## P.P.E. (Personal Protective Equipment)



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Information Booklet - SAFETY  
IN AGRICULTURE

## MECHANIZED CUTTING EQUIPMENT

### RISK FACTORS

- Repetitive movements
- Incongruous postures
- Projection of materials
- Manual handling of loads
- Shearing risk
- Electrocutation
- Contact with pointed, sharp or plant parts (whiplash blow)
- Microclimate
- Falls and sliding

Assessment object	Corrective Measures
1) Controls	The controls must be of the “man-present” type and there must be protection against accidental operation.
2) Tripping or falling due to supply cables or pipes	Cables and pipes must be arranged so as not to obstruct the operator's movements; the use of a spool is recommended.
3) Cutting / Shearing	When not in use, even during breaks, it should be kept in a suitable closed case. Workers should not operate in close positions: it is advisable, for example, that on wagons there are no more than two operators on each side and face to face. Before carrying out maintenance, it is necessary to disconnect the power supply to the tool
4) Ergonomics	The handle must be ergonomic. They should be used in stable positions and cuts should preferably be made at a height lower than the shoulders. In the event of deergonomic positions, repetitive movements of the upper limbs and excessive weight of the tool, breaks should be provided to rest the wrist joints of the arms and the spine
5) Operator protection	To reduce exposure to noise, headphones or ear plugs should be used. For safety it is necessary to use gloves, goggles, visors and safety shoes.

### MEASURES OF PREVENTION AND PROTECTION

- Always check the efficiency of the machine
- Operate only with good visibility
- In case of fatigue reduce the work rhythm and increase the break
- During the cutting phase, maximum concentration, nobody must be present in the work area
- Attention to the risk of interference with other pruners
- Bring the mobile phone to the workplace to give an indication of position in case of emergency and a medication package for first aid

## P.P.E. (Personal Protective Equipment)



## SUMMARY FRAMEWORK OF THE PROCESSES CARRIED OUT IN THE FARM

### ACTIVITIES AND WORK PHASES

The following table shows the processes covered by the Corporate Risk Assessment Document, divided into ACTIVITIES and WORKING PHASES.

ACTIVITIES/PHASES	DESCRIPTION
<b>ACTIVITY 1</b>	<b>FARM</b>
Phase 1	SOIL PREPARATION
Phase 2	FERTILIZER
Phase 3	TREE CUTS AND PRUNING
Phase 4	PESTICIDE TREATMENT
Phase 5	IRRIGATION
Phase 6	HARVESTING

### LIST OF FACTORS AFFECTING THE RISK AND ITS DAMAGES ACCORDING TO THE WORKING PHASE

#### SOIL PREPARATION

RISKS	FACTORS THAT INFLUENCE THE RISK	DAMAGES
Tipping	Uneven or uneven ground Excessive slopes	Trauma and even fatal injuries
Mechanical risk Risk of falling	Lack of adequate protections for the universal joint and moving mechanical parts	Trauma Crushing
	Lack of adequate clothing	Investment Entanglement
Risk of Falling	Falling from the vehicle during the ascent and descent from driver's seat	Trauma Injuries
Physical Risks	Noise Microclimate Whole body vibrations	Hearing loss Heat stroke Osteoarticular pathologies
Chemical Risk	Presence of exhaust gas Use of fuels and lubricants	Intoxications Migraine Dermatitis

**The risks associated with this working phase are those generated by the use of the tractor and the machines, in particular for:**

- ✓ coupling to the towing vehicle;
- ✓ the instability of the drive / operator coupling (flow rate or half-flow rate);
- ✓ overturning and wheelie;
- ✓ the instability at rest of the operators;
- ✓ poor maintenance;
- ✓ the use of electrical or electronic devices;
- ✓ hydraulic or pneumatic systems;
- ✓ inhalation of the exhaust gases produced by the traction units;
- ✓ exposure to noise and vibrations;
- ✓ exposure to inhalation of dust;

- ✓ exposure to biological agents.

The above risks are always present in the use of the mechanical vehicle. In the subsequent work phases, those taken into consideration in this phase will not be explicit, but only further specific risks inherent in the various work activities will be treated.

### FERTILIZER

RISKS	FACTORS THAT INFLUENCE THE RISK	DAMAGES
Manual handling of loads	Load Lifting	Damage to the osteoarticular system
Biological Risk	Contact with manure	Infections
Chemical Risk	Use of fertilizers	Acute and / or chronic intoxications
Physical Risk	Projections of materials	Wounds and eye injuries

The risks associated with fertilization are those relating to the use of machines, that is to say:

- ✓ Instability of the drive / operator coupling (flow rate or half-flow rate);
- ✓ tipping and wheelie;
- ✓ instability at rest of the operators;
- ✓ incorrect maintenance;
- ✓ use of electrical or electronic devices;
- ✓ hydraulic or pneumatic systems;
- ✓ exhaust gas produced by the tractors;
- ✓ transmission of rotary motion from the tractor to the operators;
- ✓ contact with motion transmission parts (grasping, winding and dragging);
- ✓ contact with the working bodies;
- ✓ accidental activation of the controls;
- ✓ loss or breakage of the safety pins;
- ✓ projection of materials, but also on contact and exposure to chemical and biological agents.

### TREE CUTTING AND PRUNING TREE / PRUNING

RISKS	FACTORS THAT INFLUENCE THE RISK	DAMAGES
Fallings on level ground and slipping	Uneven, terraced, wet ground etc.	Fractures, sprains
Falling from above of people and objects	Work on a scale with tools Use of tools	Fractures, trauma, bruises Wounds, cuts
Biological Risk	Presence of sugary substances Microclimate	Insect bites
Mechanical Risk	In the use of the chainsaw it is possible to lose control of it, break the chain, contact with hot parts	Injuries, cuts Fatigue Burns
Chemical Risk	Exhaust gas production	Headache Intoxication
Physical Risk	Posture Manual handling of trunks and branches	Backache Damage to the osteoarticular system Wounds, eye injuries
Noise and hand-arm vibration risk	Poor maintenance of tools	Decreased hearing ability Anxiety Digestive disorders Change in blood pressure Heart rate acceleration

The risks generated by pruning and harvesting the pruning are related to:

- ✓ use of portable ladders;
- ✓ use of sharp and pungent tools;
- ✓ use of chainsaw: cutting; cutting or truncation; puncture or perforation.
- ✓ At this stage, exposure to sunlight and thermal microclimate (temperature / humidity) should not be overlooked.

### PESTICIDE TREATMENT

RISKS	FACTORS THAT INFLUENCE THE RISK	DAMAGES
Tipping	Uneven or uneven ground Excessive slopes	Trauma and even fatal injuries
Mechanical Risk Risk of falling	Lack of adequate protections for the universal joint and moving mechanical parts	Traumas Crushing Investment
	Lack of adequate clothing	Entanglement
Physical Risks	Noise Microclimate Whole body vibrations	Hearing loss Heat stroke Osteoarticular pathologies
Chemical Risk	Use of toxic plant protection products	Acute and / or chronic poisoning

#### OPERATING PROCEDURE IN THE CASE OF USE OF CHEMICAL SUBSTANCES, WE WILL OPERATE IN THE FOLLOWING WAY:

**- Before starting the work:**

Before using the specific substance, the labelling and instructions for use will be consulted in order to apply the most appropriate safety measures (the meaning of the symbols, the risk phrases and the precautionary statements shown on the label or the

**- During the execution of the works:**

- Smoking, eating or drinking must be strictly prohibited in the workplace
- It is essential to wear the appropriate equipment (gloves, footwear, masks for the protection of the respiratory tract, coveralls etc.) to be worn according to the specific chemical agents present

**- After working:**

All those exposed people will follow scrupulous personal hygiene which must also include washing of hands, gloves, footwear and other worn clothing. Particular attention will be paid to how to dispose of any processing residues.

#### WASTE DISPOSAL

The residues of the substances are collected in special containers marked and disposed of as special waste and withdrawn by specialized companies on a scheduled basis.

#### METHOD OF HANDLING AND STORAGE OF SUBSTANCES OR PREPARATIONS

For handling, safe storage will refer to:

- To the indications given in the manufacturer's toxicological sheet
- To the information on the label
- To standards of good hygiene practice

**HARVESTING**

<b>RISKS</b>	<b>FACTORS THAT INFLUENCE THE RISK</b>	<b>DAMAGES</b>
Falling from above	Works on the ladder	Fractures and trauma
Physical Risks	Incorrect working and postures	Damage to the osteoarticular system
Cutting risk	Manual equipment	Cuts, wounds and stings
Shearing Risk	Pneumatic cutting equipment	Cuts, wounds and stings
Impact Risk	Bumps with branches	Wounds, eye injuries
Noise and Vibration Risk	Use of olive harvesters Use of mechanical means	Vibrations (discomfort, stress, fatigue, damage to the musculoskeletal and neurovascular systems)
Mechanical Risk	Use of tractors and connected implements Entanglement	Trauma, Injuries Investment
Chemical Risk	Use of lubricants and fuels	Intoxications , Dermatitis

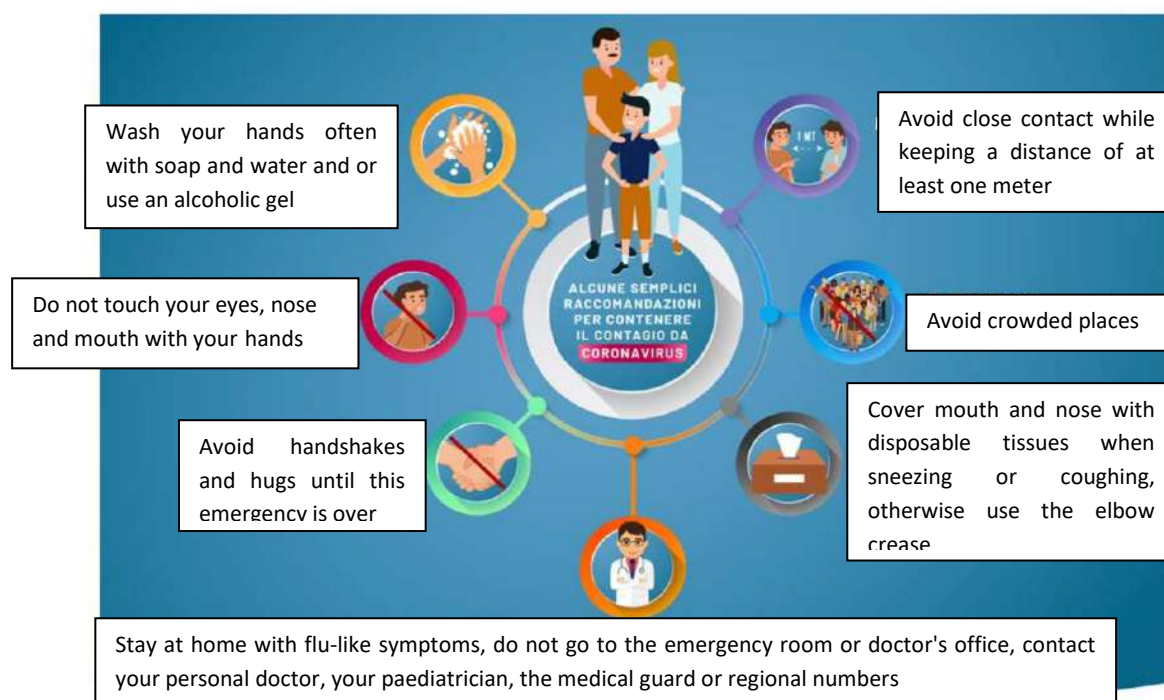
## MEASURES TO BE IMPLEMENTED IN THE AGRICULTURAL SECTOR FOR THE PREVENTION AND CONTAINMENT OF COVID-19 SPREAD

### PREMISE

The firm has decided to adopt specific measures aimed at:

- Preventing the risk of contagion for workers and all people present within the firm;
- Take prompt action on any cases of infection.

Everyone must scrupulously follow the recommendations of the Ministry of Health.



SALUTE.GOV.IT/NUOVOCORONAVIRUS



Ministero della Salute

Figura 1- (\*) Raccomandazioni del Ministero della salute

Fig.1. Recommendations from the Ministry of Health

### INFORMATION

#### Obligation to stay in the home in case of fever higher than 37.5 °

ALL workers are reminded that in the event of a fever with a temperature above 37.5 ° C or other flu symptoms, it is NOT allowed to go to work.

In particular:

- Each worker must also become aware of and accept the OBLIGATION not to enter or remain in the farm and to have to declare it promptly where, even after entry, there are dangerous conditions (symptoms of flu, temperature, or contact with positive people to the virus in the previous 14 days, etc.) for which the Authority's provisions require the family doctor and the Health Authority to be informed and to remain at home:



- The workers promptly communicate to the Employer also through informal systems such as SMS / Whatsapp etc.) to the existence of dangerous conditions (symptoms of flu, temperature, or contact with people positive to the virus in the previous 14 days, etc)  
In this situation, you must contact your family doctor and the Health Authority

**Access to the company with fever measurement and asymptomatic worker management**

Before entering the workplace, staff may be subjected to body temperature checks. If this temperature is higher than 37.5 °, access to the workplace will not be allowed. People in this condition will be temporarily isolated and provided with masks should not go to the emergency room, but must contact their doctor as soon as possible and follow his instructions.

The real-time detection of body temperature constitutes a processing of personal data and, therefore, must take place in accordance with the current privacy regulations. To this end, it is established that:

- temperature detection and do not record the obtained data. It is possible to identify the interested party and record the exceeding of the temperature threshold only if it is necessary to document the reasons that prevented access to firm premises;

If this temperature is higher than 37.5 °, access to the workplace will not be allowed. People in this condition will be temporarily isolated and provided with masks, they will not have to go to the First Aid, but will have to contact their own doctor as soon as possible and follow his instructions;

- In the event that a person present in the farm develops fever and symptoms of respiratory infection (such as cold or cough) he must immediately declare it to the Employer or his delegate who proceeds to provide the surgical mask to the worker if he did not wear it, at isolation of the same and immediately notify the competent Health Authorities (Provincial Health Authority - 112 - 800 45 87 87).

The entry into the firm of workers who have already tested positive for COVID 19 infection must be preceded by a prior communication concerning the medical certification which proves the "occurred negative" of the swab according to the procedures provided for and issued by the territorial prevention department competence.

**Respect the safety distance**

Respect the safety distance of 1 meter at all times. Respect for the distance ensures the right prevention. In this case, the distance represents an improvement barrier compared to the use of the masks. If there is a need to work closely together, masks and gloves must be used.

### INSTRUCTIONS on HOW TO PROPERLY WEAR, USE, REMOVE and DISPOSE a DISPOSABLE MASK

Before putting on the mask, wash your hands thoroughly with an alcohol-based solution or with soap and water

Cover the nose and mouth making sure the mask adheres perfectly to the face

Avoid touching the mask worn. If you do, wash your hands with an alcohol-based solution or soap and water.

Replace the mask with a new one when wet and do not reuse disposable masks






Per togliere la mascherina:  
1. Togli la mascherina da dietro (non



RESPECT THE INTERPERSONAL DISTANCE OF 1 METER



**DIVIETO DI**

**AGREEMENT PROHIBITED!**

**Crowds are also**

How to remove the mask:

1. Remove it from behind (do not touch the front)
2. Throw it away in a closed container
3. Wash your hands well with an alcohol-based solution or with disinfectant soap and water

### Frequent hand washing

Wash your hands frequently. Soap and water work well. It is also good to use alcoholic gel. Soap and water are preferred.

**Come frizionare le mani con la soluzione alcolica?**  
**USA LA SOLUZIONE ALCOLICA PER L'IGIENE DELLE MANI!**  
**LAVALE CON ACQUA E SAPONE SOLTANTO SE VISIBILMENTE SPORCHE!**

Durata dell'intera procedura: 20-30 secondi

- 1a: Versare nel palmo della mano una quantità di soluzione sufficiente per coprire tutta la superficie delle mani.
- 1b: frizionare le mani palmo contro palmo
- 2: frizionare le mani palmo contro palmo
- 3: il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa
- 4: palmo contro palmo intrecciando le dita tra loro
- 5: dorso delle dita contro il palmo opposto tenendo le dita strette tra loro
- 6: frizione rotazionale del pollice sinistro stretto nel palmo destro e viceversa
- 7: frizione rotazionale, in avanti ed indietro con le dita della mano destra strette tra loro nel palmo sinistro e viceversa
- 8: ...una volta asciutte, le tue mani sono sicure.

Logos: Ministero della Salute, ccm, World Alliance for Patient Safety, World Health Organization

**Come lavarsi le mani con acqua e sapone?**  
**LAVA LE MANI CON ACQUA E SAPONE, SOLTANTO SE VISIBILMENTE SPORCHE! ALTRIMENTI, SCEGLI LA SOLUZIONE ALCOLICA!**

Durata dell'intera procedura: 40-60 secondi

- 0: Bagna le mani con l'acqua
- 1: applica una quantità di sapone sufficiente per coprire tutta la superficie delle mani
- 2: friziona le mani palmo contro palmo
- 3: il palmo destro sopra il dorso sinistro intrecciando le dita tra loro e viceversa
- 4: palmo contro palmo intrecciando le dita tra loro
- 5: dorso delle dita contro il palmo opposto tenendo le dita strette tra loro
- 6: frizione rotazionale del pollice sinistro stretto nel palmo destro e viceversa
- 7: frizione rotazionale, in avanti ed indietro con le dita della mano destra strette tra loro nel palmo sinistro e viceversa
- 8: Risciacqua le mani con l'acqua
- 9: asciuga accuratamente con una salvietta monouso
- 10: usa la salvietta per chiudere il rubinetto
- 11: ...una volta asciutte, le tue mani sono sicure.

Logos: Ministero della Salute, ccm, World Alliance for Patient Safety, World Health Organization

**How to rub your hands with an alcohol solution?**

**Use the alcoholic hand hygiene solution**  
**Wash them with soap and water only if they are visibly dirty!**

**Duration of the whole procedure: 20/30 seconds**

**Fig. 1a/1b** Pour in the palm of the hand an amount of solution sufficient to cover the entire surface of the hands.

**Fig. 2** Rub your hands palm to palm.

**Fig. 3** The right palm on the left palm interweaving the fingers between them and vice versa

**Fig. 4** Palm to palm interweaving the fingers

**Fig. 5** Back of fingers against opposite palm, keeping fingers close together

**How to wash my hands with soap and water?**

**Wash your hands with soap and water, only if they are visibly dirty, otherwise choose the alcoholic solution**  
**Duration of the whole procedure: 40/60 seconds**

**Fig. 0** Wet your hands with water

**Fig. 1** Apply enough soap to cover the entire surface of the hands

**Fig. 2** Rub your hands palm to palm

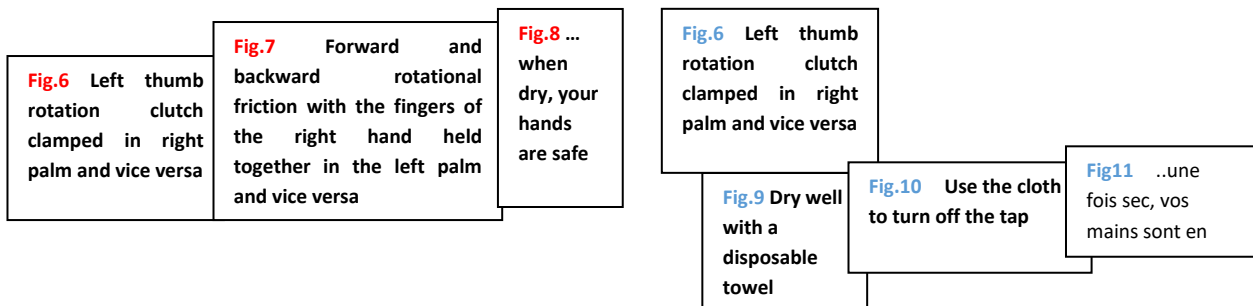
**Fig. 3** The right palm on the left back interweaving the fingers between them

**Fig. 4** Palm to palm interweaving the fingers between them

**Fig. 5** Back of fingers against opposite palm, keeping fingers close together

**Fig. 8** Rinse with water

**Fig. 7** Forward and backward rotational friction with the fingers of the right hand held together in the left palm and vice versa



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Information Booklet - SAFETY  
IN AGRICULTURE

## WORKING ORGANIZATION

Based on the type of processing carried out, follow the specific measures indicated below:

- a) Mechanized and manual operations in the field: the operator driving the tractor must be alone during all phases. If possible, avoid the promiscuous use of cabin machines, otherwise ensure cleaning and disinfection of the cabin and machine surfaces.
- b) Manual harvesting activities, including in the greenhouse: during harvesting and harvesting, ensure safety distances and equip workers with masks, disposable gloves and hand cleaners. Inside the greenhouse, ensure adequate exchange of natural air.
- c) Mechanized harvesting activities, transplanting and other work in the open air or in the greenhouse: if the machines require the presence of several operators, it is necessary to guarantee respect for the distances and to equip the workers with masks and gloves. Only the driver must be present on the tractor.

## HYGIENE PRECAUTIONS, CLEANING AND SANITIZATION

The employer must provide what is necessary to ensure proper hand hygiene.

- For works on agricultural land, or far from the company headquarters: Water transported and contained in a tank / tank with tap, disposable paper, hand cleaner and hydro-alcoholic gel.
- Carry out daily cleaning and periodic sanitization of rooms, environments, workstations, common areas, work equipment (workbenches, boxes, stairs, knives etc ...) using sodium hypochlorite (bleach), ethanol (alcohol denatured) or hydrogen peroxide (hydrogen peroxide).
- For manual tools it is advisable to avoid promiscuous use, therefore it is advisable that manual tools are used by the same staff, during the whole shift, taking care to wear suitable gloves. Where this is not possible, and therefore shared / promiscuous use is envisaged, the tools must be sanitized before being used by other workers.
- As regards agricultural machinery and company means of transport (such as agricultural tractors, vans, etc.), they must be sanitized, especially for parts relating to the steering wheel, gearbox, handbrake, handles, control levers, etc.
- All cleaning operations must be carried out by personnel equipped with PPE (masks, disposable gloves, and follow the measures indicated for the safe removal of PPE).

In cleaning, sanitizing and disinfection operations carried out in working environments where positive verified COVID-19 subjects have not stayed, and therefore aimed at preventing the spread of the COVID-19 infection, the waste produced such as rags, sponge cloths, paper, disposable gloves, masks, etc., should preferably be disposed of in the unsorted collection as "unsorted municipal waste (code CER 20.03.01)".

## HEALTH SURVEILLANCE

- Health surveillance must continue respecting the hygiene measures contained in the indications of the Ministry of Health.
- Periodic health surveillance must not be interrupted, because it represents a further general preventive measure: both because it can intercept possible suspected cases and symptoms of infection, and for the information and training that the competent doctor can provide to workers to avoid the spread of the infection
- The competent doctor notifies the company of situations of particular fragility and current or previous pathologies of the employees and the company provides for their protection in respect of privacy.

- It is recommended that health surveillance pay particular attention to fragile subjects also in relation to age.

### **FIRST AID INTERVENTIONS WITHIN THE FARM**

If a worker were to report an illness, regardless of the symptoms, unless his health and safety is at risk, he must leave the job as a precaution and go to his home; the worker must be informed about the need to contact their doctor as soon as possible.

If this is not possible, the first aid officer will provide the emergency call.

If it is strictly necessary to intervene immediately on the worker, the rescuer must first wear a mask, visor and gloves, present inside the first aid kit. All the devices used must then be closed in a bag and thrown away as special hazardous waste. During the intervention, only rescuers must be present in the number strictly necessary for the intervention. Once the intervention is finished, the rescuers will have to report contact with the possible subject and, unless this is negative, they will have to leave the workplace and remain in quarantine for the necessary period.

### **UPDATE OF THE REGULATORY PROTOCOL**

A committee for the application and verification of the rules of the regulatory protocol has been set up in the company with the participation of company union representatives and the SWR.

Organization chart of the committee:

<b>ROLES AND FULFILMENTS</b>	
EMPLOYER (E)	Evaluates in accordance with HPPS, CD, and SWR the provisions adopted and implemented in this document
RESPONSIBLE FOR THE PREVENTION AND PROTECTION SERVICE (HPPS)	In accordance with E, CD and SWR, it assesses the provisions adopted and implemented in this document
SAFETY WORKER REPRESENTATIVE (SWR)	In accordance with HPPS, CD, and E, it assesses the provisions adopted and implemented in this document and keeps them monitored
COMPETENT DOCTOR (CD)	In accordance with HPPS, CD, and SWR, it assesses the provisions adopted and implemented in this document and keeps them monitored

## CONCLUSIONS

### This Document

- was drafted pursuant to
  - Legislative D. 81/2008 and amendments
  - Inter-ministerial Decree 27 March 2013
- is subjected to periodic updating if significant changes occur and may have made it exceeded

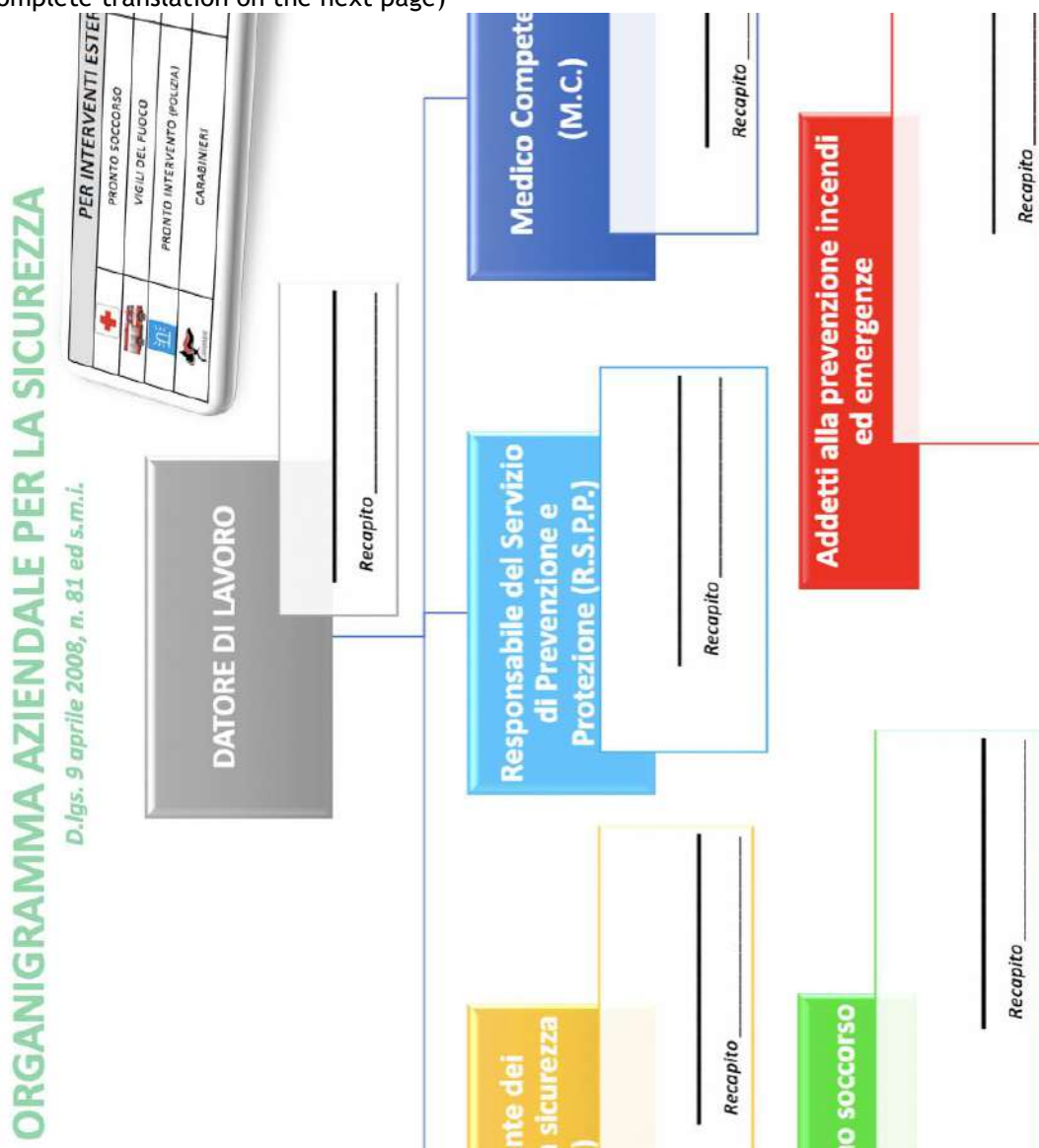
This Document has been drawn up by the Employer, who also acts as the Head of the Prevention and Protection Service, with the collaboration of the Competent Doctor, as far as his competence permits, and the preventive involvement of the Safety Workers Representative, for the fulfilment of obligations relating to information and training, limited to workers identified by the Ministerial Decree of 13 March 2013, considering them to be fulfilled by delivering this document certified by the bilateral body and by the joint bodies of the agricultural and cooperation sector at national or territorial level, which contains suitable indications for providing knowledge for the identification, reduction and management of risks as well as for transferring knowledge and procedures useful for the acquisition of skills for the safe performance of the related tasks in the firm and for identification and elimination, or reduction and management of risks in workplaces.

Figures	Name	Signature
Employer - E.		
Head of the Prevention and Protection Service -H.P.P.S.		
Competent Doctor - C.D.		
Safety Worker Representative - S.W.R.		

## Attachment no. 1: Firm safety organization chart

**IN CASE OF ANOMALIES, EMERGENCIES, CRITICAL ISSUES, CONTACT THE NUMBERS PROVIDED IN THE FOLLOWING TABLE**

(\* Translator's note: complete translation on the next page)

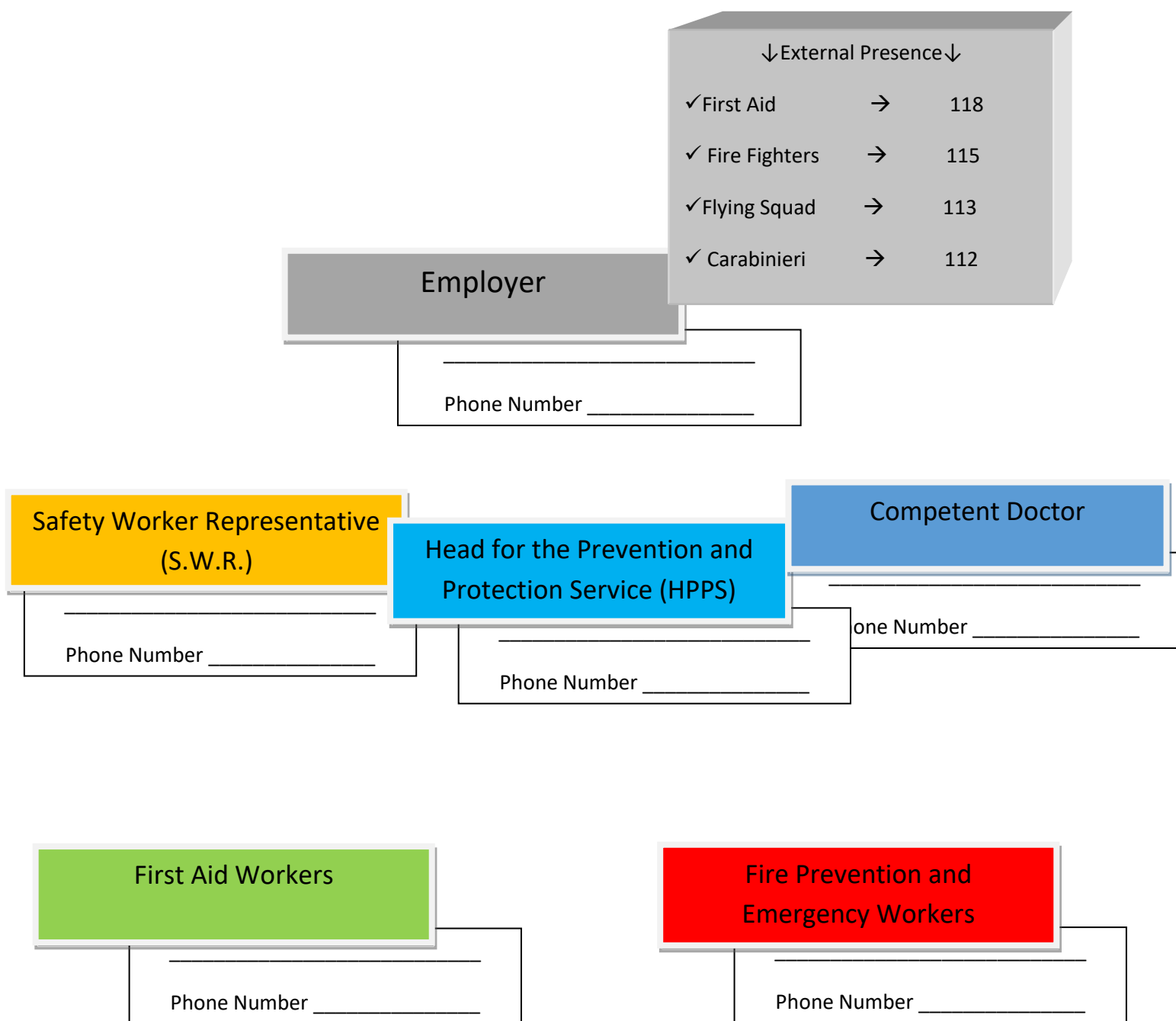


## Attachment no. 1: Firm safety organization chart

Legislative Decree 9 April 2008, no. 81 and amendments

**IN CASE OF ANOMALIES, EMERGENCIES, CRITICAL ISSUES, CONTACT THE NUMBERS PROVIDED IN THE FOLLOWING TABLE**

(\* Translator's note: complete translation of the previous page)



## Attachment no. 2: OPERATIONAL PROCEDURES AND PREVENTION AND PROTECTION MEASURES- HARVEST PHASE

### **BEFORE THE ACTIVITY:**

- a) *Agree with the EMPLOYER [Mr/Ms .....] work times and methods.*
- b) *Identify the first aid and emergency management points.*
- c) *Respect the speed limit in the access areas and in the olive loading / unloading areas (5 KM / h).*

### **DURING THE ACTIVITY:**

- a) *Pay the utmost attention to holes, subsidence, slopes in the ground.*
- b) *Do not carry out any operation unless agreed with the EMPLOYER [Mr/Ms ....].*
- c) *Do not use any support to carry out upwards work (fruit boxes used as ladder).*
- d) *Do not run or jump with work equipment in hand.*
- e) *Prohibition to use machines or field equipment unless authorized by the EMPLOYER [Mr/Ms....].*
- f) *In case of emergency, contact the emergency management officer (first aid and fire prevention) [EMPLOYER: Mr.....].*
- g) *Equip always yourself with suitable clothing and use ALWAYS Personal Protective Equipment (P.P.E.) distributed and identified during the risk assessment phase.*
- h) *In case of high temperature, hydrate yourself constantly, decrease work rates and increase the number of breaks (possibly in shady areas), concentrate the most strenuous operations (loading, unloading and handling of loads) in the cooler hours of day.*
- i) *PROHIBITION of consuming alcohol and drugs in working hours (puts one's own and others' safety at risk).*

### **AT THE END OF THE ACTIVITY:**

- a) *Report any anomaly to the EMPLOYER [Mr/Ms.....], do not undertake any operation unless authorized.*



***Enjoy  
Your  
Job!***