Worksite Guide

Supplement B to *Agritourism Health and Safety Guidelines for Children*

National Children's Center
for Rural and Agricultural Health and Safety

This guide serves as a supplement to "Agritourism Health and Safety Guidelines for Children" (2007). Supplement B is printed and published by Marshfield Clinic, 2009.

Intended Audience and Purpose

Agritourism operators are responsible for the health and safety of guests and any person assisting guests on the operation, which could include the owner, family members, volunteers or employees. This supplemental guide was developed to review the health and safety considerations that have already been incorporated on the farm, and allow operators to identify any deficiencies, so actions can be taken to prevent or control hazardous exposures. This, in turn, will ensure the health and safety of guests while increasing the operation's efficiency and profitability.

Supplement B: Worksite Guide

This guide will help agritourism operators check the operation's preparedness for emergencies, communication with guests, animals and hand-washing, fires, tractors and display equipment, walkways and structures, barriers and fencing, pest control, food handling, recordkeeping, along with hayride and corn maze operations. It contains checklists to help agritourism operators perform a hazard identification walk through to view and correct hazards before visits by guests.

How to use Supplement B: Worksite Guide

- Open **Supplement B,** add the review date, name of the reviewer and begin a physical walk through of the agritourism operation.
- Mark **YES** or **NEEDS CORRECTION** for each checklist item. If **NEEDS CORRECTION** is marked, correct the hazard immediately or set a date for completion.
- Note the many health and safety considerations that have already been incorporated on the farm.
- Retain **Supplement B** in a policies and procedures binder.
- Determine how often to review this, then mark your calendar as a reminder.
- Consider offering incentives to workers who make any health and safety suggestions to improve the operation.

Photos courtesy of: Steven Kirkhorn, Marcy Fitz-Randolph and Cherry Crest Farms in Lancaster PA.

Review Date: / /

Reviewed By: _____

Emergency Preparation and Planning	Yes	Needs Correction	Date Corrected
First-aid kits are inspected and stocked.	☐	☐	/ /
Emergency Response Plan is posted where everyone can see it with: o contact numbers o locations of first aid kits & fire extinguishers o assigned roles and responsibilities of owner, family members, employees and volunteers.	☐	☐	/ /
Workers at the farm have charged cell phones, walkie-talkies, or other methods of communication throughout the farm site.	☐	☐	/ /
Fresh drinking water is available for guests to stay hydrated, especially during extreme heat.	☐	☐	/ /
A sturdy farm shelter with a capacity greater than the number of anticipated guests is available for protection from extreme heat, cold, or storms.	☐	☐	/ /
A weather radio is present, in working order, and turned on.	☐	☐	/ /
The emergency vehicle is easy to identify and is readily available.	☐	☐	/ /
Maps are available with routes to the nearest clinic/hospital sites.	☐	☐	/ /
Parking areas, walkways, restrooms, surfaces, and attractions around the farm are smooth and wide enough to accommodate guests and wheelchairs.	☐	☐	/ /
Chemicals such as fertilizers, pesticides, fuels, and pharmaceuticals, are locked in an inaccessible, cool, dry, properly ventilated storage area.	☐	☐	/ /
For farms with open water, rescue equipment (buoy, rope, and pole) is readily available.	☐	☐	/ /

Communicating with Guests	Yes	Needs Correction	Date Corrected
Guests and children are verbally informed by workers about rules and hazards, along with an explanation of how following these rules will keep them safe.	☐	☐	/ /
Signs with short safety messages that are simple, easy to understand, language and age-appropriate for the farm are placed in and around areas where hazards are present.	☐	☐	/ /
"In Case of Emergency" signs are located around the farm with the site's emergency contact person, emergency phone numbers, the farm's address, and the farm's phone number.	☐	☐	/ /

Fire Safety	Yes	Needs Correction	Date Corrected
Smoke detectors are located in all buildings and are in working order.	☐	☐	/ /
Appropriate fire extinguishers and first-aid kits are clearly marked, available to everyone, and located in several locations on the farm.	☐	☐	/ /
Workers know how to use a fire extinguisher.	☐	☐	/ /
A **Fire Evacuation Plan** is posted for everyone to see how to escape quickly.	☐	☐	/ /
Areas prohibiting smoking, outdoor cooking, or portable grilling have been posted.	☐	☐	/ /
Fuel is not stored inside buildings and vehicles are not refueled indoors.	☐	☐	/ /
Excessive dust, cobwebs, and other potentially combustible material has been removed from all buildings.	☐	☐	/ /

Animals and Hand-washing	Yes	Needs Correction	Date Corrected
The farm has been physically divided into three types of areas: o **Non-animal Areas**-locations where animals are not permitted (with the exception of service animals), food and beverages can be prepared, served, and consumed, and restrooms with hand-washing stations are present o **Transition Areas**-locations in-between non-animal and animal areas where animals are not permitted, and hand-washing facilities, signs and trash receptacles are present o **Animal Areas**-locations for animals and their enclosure, where eating and drinking are prohibited. *	☐	☐	/ /
In **Non-animal Areas,** farm pets, such as dogs, are tied up or kenneled from the visiting children.	☐	☐	/ /
Signs are posted in the **Transition Area** into the animal areas to inform guests that: o animals are present o anyone with open wounds or compromised immune systems should not enter o prohibited items are not allowed (i.e. food, beverages, pacifiers, etc.) o nothing should be placed in the mouth while visiting the animal area. *	☐	☐	/ /
Trash receptacles are available in **Transition Areas** for disposal of food and beverages.	☐	☐	/ /
Animals and **Animal Areas** which are in direct contact with children are clean.	☐	☐	/ /
Display and petting animals are sized appropriately for young children.	☐	☐	/ /
Copies of veterinary/vaccination records are readily available to guests in the event that a child is bitten by an animal.	☐	☐	/ /
Signs are posted at the **Animal Area** exit with full instruction for proper hand-washing.	☐	☐	/ /

** Adapted from: National Association of State Public Health Veterinarians. Compendium measures to prevent disease associated with animals in public settings, 2007. MMWR [Internet]. 2007 [Cited 2008 October 21]; 56(No.RR-5):1-19. Available from: http://www.cdc.gov/mmrw/preview/mmwrhtml/rr5605a.htm*

Animals and Hand-washing	Yes	Needs Correction	Date Corrected
Hand-washing facilities located outside the animal areas are functional and have sufficient water pressure.	☐	☐	/ /
Soap, warm running water and paper towels are available for proper hand-washing.	☐	☐	/ /
Hand sanitizer stations are stocked.	☐	☐	/ /
Restrooms and hand-washing facilities are low enough for children to reach and use.	☐	☐	/ /
Adequate restroom facilities are present for the number of guests.	☐	☐	/ /
A written cleaning log for hand-washing facilities and restrooms is present and updated.	☐	☐	/ /

Traffic and Parking	Yes	Needs Correction	Date Corrected
Large, easy-to-read signs with the farm's name and distance to the operation are located a half mile from the farm entrance in each direction on the road.	☐	☐	/ /
Farm entrance(s) and driveway(s) to parking area(s) are clearly marked, with adequate lighting. They are properly graded and wide enough to accommodate school buses and other large vehicles.	☐	☐	/ /
Drop-off/pick-up locations are available and marked for cars and buses.	☐	☐	/ /
Parking stalls are labeled for handicap parking.	☐	☐	/ /
Parking area is free of brush, long grass, steep grades, and trip hazards.	☐	☐	/ /
Speed limit signs are posted on-site.	☐	☐	/ /
Children present signs are posted.	☐	☐	/ /
Workers directing traffic have reflective or brightly colored (orange/yellow/green) vests to wear.	☐	☐	/ /
Traffic and parking areas are at least 75 feet away from corn mazes.	☐	☐	/ /

Tractors and Operational Equipment	Yes	Needs Correction	Date Corrected
Tractors, combines, and other vehicles are parked on a level surface and secured by using the parking brake and wheel blocks.	☐	☐	/ /
Front end loaders, three point hitch attachments, and implements, have been lowered to the ground.	☐	☐	/ /
All keys have been removed.	☐	☐	/ /
Equipment demonstrations are at least 20 feet away from children and behind an adequate barrier.	☐	☐	/ /
Unsafe or non-display machinery is out-of-sight, in proper storage areas, and locked.	☐	☐	/ /
Hand tools and power tools are stored in a locked area.	☐	☐	/ /

Walkways and Structures	Yes	Needs Correction	Date Corrected
The yard, pathways and building surroundings are free from debris, brush and vegetation.	☐	☐	/ /
Paths are smooth, level, and free from steep grades.	☐	☐	/ /
From a child's eye view, all walkways and structures have been checked to identify safety issues.	☐	☐	/ /
Walkways that guide guests from one attraction to another have identifiable signage.	☐	☐	/ /
Stairs have sturdy handrails.	☐	☐	/ /
Storage areas such as barns, sheds and grain bins are locked when children are on the farm.	☐	☐	/ /
Storage areas that are part of the agritourism operation are free from hazardous materials and are under constant supervision by adults.	☐	☐	/ /
All building exits are free from obstacles and marked with exit signs.	☐	☐	/ /

Barriers and Fencing	Yes	Needs Correction	Date Corrected
Anything on a property which may attract small children and is dangerous to them has been identified and eliminated or fenced and/or locked.	☐	☐	/ /
Ponds, streams, or manure pits are posted as "off-limits". Fencing used to prevent guests from entering these areas is at least four feet high, starts at the ground level, and is designed so children can not climb over it.	☐	☐	/ /
From a child's eye view, the farm has been checked to assess the need for barriers or fencing.	☐	☐	/ /
Fences and barriers are in place and in good condition.	☐	☐	/ /
Gates and doors have been checked to make sure they close and latch properly.	☐	☐	/ /
All necessary storage areas are secure.	☐	☐	/ /
Double fencing is in place to prevent children from reaching animals that have a tendency to bite.	☐	☐	/ /
Barbed, smooth, woven, and electrical wire fencing has been removed or minimized.	☐	☐	/ /
Electric fences are identified with warning signs and are turned off before guests arrive.	☐	☐	/ /

Pest Control	Yes	Needs Correction	Date Corrected
Depressions where water may pool, or areas with stagnant or standing water, have been filled in or drained to decrease insects from reproducing.	☐	☐	/ /
Larvicide has been added to water that can not be drained.	☐	☐	/ /
Areas have been checked for bee hives and hornets' nests.	☐	☐	/ /
Hives and nests are removed when children are not present.	☐	☐	/ /
Grass is short, access to wood and rock piles has been minimized to reduce pests.	☐	☐	/ /
Guests are instructed to report any sightings of wild animals or unwanted pests.	☐	☐	/ /

Food Safety	Yes	Needs Correction	Date Corrected
Disposable plastic gloves are available for use when handling food.	☐	☐	/ /
Hand-washing supplies and warm running water are available in food service areas.	☐	☐	/ /
Thermometers are available to check temperatures of refrigerators and prepared food.	☐	☐	/ /
Only pasteurized products are available for guest consumption.	☐	☐	/ /

Recordkeeping	Yes	Needs Correction	Date Corrected
An **Operations Report** is available to log the number of guests that come to the farm each day.	☐	☐	/ /
Incident/Emergency Report forms are available to log any emergency.	☐	☐	/ /
Copies have been made of all permits, certificates, and licenses. This includes, but is not limited to, food service permits, veterinary records, driver's licenses, as well as CPR and first-aid training certificates.	☐	☐	/ /

Hayrides	Yes	Needs Correction	Date Corrected
The route has been chosen carefully not to include steep grades or other hazards that can affect the stability of the tractor or hay wagon.	☐	☐	/ /
Hay wagon has sturdy steps and railings, railings are especially sturdy in the front of the wagon to prevent riders from falling forward.	☐	☐	/ /
Loose boards on the hay wagon have been tightened, and all sharp edges including exposed screws and nails have been removed.	☐	☐	/ /
Tractors and hay wagons have been inspected for safe and efficient operation.	☐	☐	/ /
Hitches and chains have been checked.	☐	☐	/ /

Corn Mazes	Yes	Needs Correction	Date Corrected
Rules are posted at the entrance of the maze.	☐	☐	/ /
Elevated platform is available for two designated people to clearly monitor the maze.	☐	☐	/ /
Perimeter around the maze is clear of vegetation and other structures.	☐	☐	/ /
Public address system such as a bullhorn or a loud speaker is available for instructions to guests within maze.	☐	☐	/ /
Signs and arrows are posted around the perimeter of the maze directing guests to the entrance and exit.	☐	☐	/ /
Flags are available for all guests entering the maze and can be used to alert the staff monitoring the attraction.	☐	☐	/ /
Fire extinguishers are available to the individuals monitoring the corn maze.	☐	☐	/ /

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Reference:

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For additional copies and information:

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