

HANDBOOK FOR SUPERSEDES IN THE AGRICULTURE - HES

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INTRODUCTION

This book is made for people that will work as a supersede in the agriculture. It is made so you can get necessary information about the profession, especially considering Health, Environment, and Security at your workplace.

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WELCOME TO THE TEAM!

Welcome to the team that produces the food in which we eat every day. The production happens at private farms spread across every district in the country. Thanks to the Norwegian farmer, our country is self-sufficient with milk, meat, eggs, and other important groceries. The farm relief worker is an important part of this production and contributes to giving the farmer a better everyday life.

Most Norwegian farmers are members of a farm relief service, and recruit farm relief workers to ensure that they get regular leisure time, relief in times of harvesting and replacement in case of illness.

The farmer relief services take on the employer responsibilities for the relief workers. Our goal is to work for a good and safe work environment, while at the same time avoid pollution of the environment as far as possible. From 2008, the farmer relief services were responsible for the farm relief scheme in the welfare programs. This was earlier a communal service

We wish to be a good service provider for the farmer by delivering relief worker services of high quality. We want the farmer to get his workplace handed back clean and presentable after completed mission. This book is a small piece to help reach this goal.

Thank you for choosing to be a relief worker.

Best regards,
NLT

WHO AND WHAT ARE NORSKE LANDBRUKSTENESTER (NLT)

NLT is a member organization for the *farmer relief service* in Norway. The members in NLT are the farmer relief service in Norway that represents around 35.000 farms. NLT is controlled and owned by the farmers through this membership. Our main office is in Kvinnherad in Hordaland.

NLT has as a purpose: to work for their members' interests and to contribute to the Norwegian farmer, and contribute to giving the Norwegian farmer best possible welfare, working situation and operating profit.

NLT work to increase the competence in the local farmer relief service, so they can become professional service providers for the agriculture. Primarily, on providing labor and HR-management.

NLT work together with the local farmer relief service with recruiting, to increase the competence of the relief workers and to make the working conditions better for the relief workers.

NLT provides good insurance for the employees.

NLT is a driving force for the negotiation parties and the negotiation itself, to make the farmers' welfare schemes better.

NLT wants to be a creative forum for development of welfare schemes, machine cooperation and district services.

HES – health, environment, and security

Why you should care about that

Health

Health is about having something to work with that makes you feel energized the rest of the day as well. That you can come home unhurt so that you and your family can enjoy the money that you strive for every day.

Environment

Environment means that your workplace is clean, nice, and free for dust, smoke, and gasses. Environment means that your tasks are challenging and complimented when doing a good job. Environment means making you feel like you are a part of the team.

Security

Security is about minimizing the risk for accidents. That starts with yourself, you must think about your actions and not take any chances.

Most of the people use seat belt in the car. Think security at the farm as well.

Tell people

You must be active and not leave responsibilities to others if you see something that is or possibly can become dangerous. Tell people instantly and make sure that similar situations will be avoided at later occasions.

Occupational pride and awareness about HES belongs together!

Prevention

Normally it is easy to see other mistakes. Telling them about things that can create dangerous situations is not to gossip or criticize, but to prevent injuries and accidents. This means that you care about what you do, and it's a wish to make your workplace a better place. This is the attitude that both you and the farmer will benefit from. Remember, it's the farmers' workplace as well!

Barn board

NLT has developed a barn board that show an overview of important phone numbers and where important HES-tools are placed on the farm. This should be stationed in the barn.

WARNING – of accidents

Emergency numbers:

- Fire department 110
- Police 112
- Ambulance 113

Remain calm and give following information:

WHO are you
WHAT has happened
WHERE has it happened
WHEN did it happen
THE PHONE NUMBER you are calling from

Read the emergency planning carefully where you work. Then you are prepared in case something happens.

Secure the place site of emergency and prevent more people getting involved in the accident.

Set up a warning triangle if there is a traffic accident.

Bring the injured to safety if there is a possibility for explosion or fire.

FIRE – take responsibility

If you discover a fire you must take responsibility to do the right things:

- ▲ alert and help others at risk
- ▲ try to extinguish the fire
- ▲ close windows and doors
- ▲ call the fire department
- ▲ try to limit the fire spread

Get an overview over where fire hoses and fire extinguishers are placed on this farm, before it starts burning! (as soon as possible/upon arrival?)

Learn how to use the fire extinguisher.

Use the correct fire extinguisher. What is it that is burning? (Materials, gas etc.)

Attack the “roots” of the flames to make it easier to put out the fire.

Fire extinguishers

Approved extinguishers will have clear marking that show what kind of fires they are made for.

A-extinguishers:

FIRE IN TREE, PAPER, AND TEXTILE

B-apparatus:

FIRE I FUEL, OIL AND GAS

E-apparatus:

FIRE I ELECTRIC INSTALLATION

ABE-extinguishers extinguish fires in most materials, and are suitable for building sites.

CO₂-extinguishers are marked BE. They are best suited for fire in fuel, oil, gas, and electric installations. They are not suited for fire in tree, paper, and textile.

Do not use water to extinguish a fire in electrical installations!

Do not hang used fire extinguishers back to their original spot. They must be handed in for a refill.

Precautions to avoid fire

- ▲ Children and fire matches do not belong.
- ▲ Don't burn grass and waste near houses.
- ▲ Make sure you use electrical equipment, tractors and so on in a correct way.
- ▲ Be careful when using welding machines, grinders and other work that requires high heat. Make sure to have the fire extinguisher available.
- ▲ Be careful when emptying ash. Cool down with water.
- ▲ Learn to use extinguishers and know where you find it. (Barn board)
- ▲ Cleaning and order is good fire protection.
- ▲ Get an overview over escape routes for both people and animals. (Barn board)
- ▲ Get an insight in the emergency plan at the farm.

FIRST AID – saves lives

It will often take some time before qualified personnel can take care of and treat the person that has been injured. While you are waiting it is extremely important that the injured gets help.

Good first aid is primarily about

- saving lives
- prevent permanent damage
- relieve pain

TALK TO – LOOK AT – EVALUATE – TOUCH. What is life threatening? What can wait?

Get an overview

It is important that you form a picture of what has happened. Then you can point to what type of injuries may have occurred.

If you are the first person to arrive to the place of emergency, you need to perform first aid. Act calm, determined and delegate tasks to other people around you.

Call for help! Call 113!

EXAMINATIONS

Consciousness

Talk to the injured. “Are you awake?” Look if he’s awake, unclear etc. Check if he reacts to pain (pinch). It is important to notice change in consciousness.

Breathe

Lay your ear down to his/her mouth. Feel and listen to breathing. On average we inhale/exhale 12-15 times per minute

Skin

If the patient is cold, clammy, pale, and cold sweating it can be a sign of failing blood circulation. (Shock, circulation failure.)

Bleedings

If the blood comes in bursts; it’s because of arterial bleeding. They can be deadly and must be stopped quickly with pressure and raising of the bleeding spot.

A person that has been injured must be looked after. Injuries may suddenly get worse and in need for more first aid. The injured may also need someone to calm them down and for support.

By learning first aid prior to an accident, you will feel more confident and calm in a situation where first aid is needed.

LIFE SAVING FIRST AID – some main points

Check consciousness

Check if the patient reacts to voice and careful shaking. If not: **Call for help!**

Normal? Recovery position

Put the patient in recovery position only if the person is breathing normally after one minute. Continue observing their breathing.

Not normal? Unconscious?

If the patient is not breathing normally, or stops breathing and is unconscious: **Call 113** and receive help. If possible, make somebody else call 113.

Suffocation?

If the reason for the accident is suffocation, drowning etc. Blow into their mouth 5 times first. If not:

Start CPR 30:2

Start CPR with **30 breast compressions** and then 2 ventilations.

Compressions

Push down in the center of the chest. 4-5cm deep each time at the rate of 100 compressions/minute.

Ventilations

Each ventilation should last for 1 second. Keep doing 30:2 until help arrives.

Stop big bleedings

- ✓ Direct pressure to the bleeding area
- ✓ Raise the bleeding area
- ✓ Use a pressure dressing – a hard item in a towel etc. Tie it around the bleeding area.

Arms or legs teared off

If these injuries occur, you can use a tourniquet. Lay the tourniquet as close to the wound as possible. Use wide bandage material. Attach a stick etc. in the dressing and spin it around to make sure it tightens well.

Prevent circulatory failure (shock)

If the person is losing big amounts of fluid, you should prevent circulatory failure.

- ✓ Stop the outer bleeding
- ✓ Lay the patient down flat
- ✓ Keep the patient warm

Take precaution rules if you suspect broken bones or injuries in the neck or back – the most important thing is to save lives!

POLLUTION – protect the environment

A modern farm has, like other companies, responsibility to prevent pollution of the environment. The farm should have a goal and a plan against pollution. We are talking about waste, soil erosion, smoke- and gas emissions etc. The pollution act will make you pay a fine if you are responsible for pollution.

Acute cases, routines

As a farm-relief worker you must make yourself known with what you should do in acute cases, and you must know about the routines on the farm. Big piles of waste, burning trash etc. are currently prohibited.

Everybody has a responsibility

Every each and one of us must be careful that we don't throw hazardous waste everywhere. It must be collected and delivered to verified landfills. Be careful that oil, syringe liquid, batteries, medicines etc. doesn't get thrown where it hurts the nature, or so that it can injure humans and animals.

Acute pollution

It could be huge or small emissions. For instance, from milking rooms, or storage rooms for silage bales.

Bacterial growth

A lot of this is easily degradable organic material that can lead to explosive bacterial growth in water if the temperature is good. It will decay so that you can both see and smell it, and it can destroy the ecosystem in small waters.

Limit the injures

Notify the farmer about what has happened, and try to limit the injures by for example laying sawdust or something else on top that will absorb the leak. Try to seal the leak if possible.

PENICILLIN – Should not go in the milk tank

You must be careful to make sure to milk animals that are under treatment with penicillin in separate pails. Antibiotics in the milk tank are a serious mistake that will result in big economic consequences for the farmer.

If you suspect there are antibiotics in the milk, it should be considered as antibiotic milk.

This is what you should do

- ✓ Always contact the farmer when you think there is antibiotics in the tank.
- ✓ If the farmer is not available, you must contact the dairy where they will tell you what to do.
- ✓ The milk in the tanks must be tested.

PROTECTION – personal protection equipment

You will come a long way with caring and caution. Protection equipment is often seen on as inconvenient stuff with no usage. But imagine what would happen if you didn't use protection equipment in a given situation.

Advisable

As a farm-relief worker it is normally not mandatory to use protection equipment, but when you are going to perform certain tasks it is advisable and sometimes mandatory.

Make sure the personal protection equipment is CE-marked.

Workwear/footwear

Having good and solid workwear also helps with protecting you to a certain degree. Solid and complete workwear will protect you against rifts and wounds. Holes may easily lead to you for example hook yourself up in things or get stuck in machines or equipment in motion. If you are dealing with animals, there is always a risk for them stepping on you. Use safety shoes.

Prevent disease transmission

Be careful that you show up in clean clothes and footwear when you start working at a new farm. This is important to prevent disease transmission. The relief worker is normally responsible for washing his/her own workwear.

Relief worker profile

If you need workwear, then contact your local farm relief services. It's made an own profile for workwear to relief worker, use it and help profile the profession.

Protection goggles

You must use protection goggles if you work with tools where there is a possibility for a splash or sparks. For example, a grinder, handling acid or other corrosive substances.

Protection goggles should have side protection. When welding, use a face shield. Normal glasses cannot be considered as protection goggles.

Noise

Hearing protection must be used if there is a lot of noise where you work. You can acquire lasting damage to your ear through prolonged load, even with lower noise levels. Loud noise might hurt your ears even if it's just for a short period of time.

If there is so much noise that you can't have a normal conversation at a meter distance you have to use hearing protection.

It's the farmers' responsibility to make sure there are hearing protection available. There should be a sign next to the entrance to rooms where the noise level is high. When the noise levels are over 85 dB you should always use hearing protection.

Protection helmet

Protect your head with a protection helmet in construction periods or when working when there is a possibility for items to hit your head.

Dust

Dust from livestock, haystacks, corn, concentrates, soil etc. is a huge working environment problem. Dust might give acute reactions and chronic disorders. For example, eczema, allergies, asthma, and bronchitis.

Prevent

Moldy dust might give flu-like reactions (allergic pneumonia). Cleaning is a way to prevent dust exposure. Use as little time as possible in areas with a lot of dust.

Use respiratory protection if other measures are not possible.

Respirator/Respiratory protection

You must use a respirator if there is a possibility that the air contains dangerous gases or dust.

There are two types of respirators:

- With dust and/or gas filter.
- With supply of fresh or compressed air.

Dust filter

Coarse dust P1 (2a-IIa) protects against harmless dust.

Fine dust P2 (2b-IIb) protects against stone dust, coal, grinding and more.

Really fine dust P3 (2c-IIc) protects against toxic, very toxic, carcinogenic, and other dangerous dust and particles.

Note! *Dust filters are NOT gas filters. Gas filters are NOT dust filters. Combo filters can be used if there is a possibility there are dust and gases at the same time.*

Gas filter

Make sure that the filter mask tightens around your nose and mouth. The mask must be used together with a filter that is customized for the type of gas you might be exposed to.

GRAY (B) Acid gases, chlorine, hydrogen cyanide (prussic acid), emptying of fertilizer cellars

GREEN (K) Especially intended for ammonia

CHEMICALS - hazardous substances

Hygienic and toxic substances

We want to prevent hazardous substances in the work environment. If removing these is not possible, it is necessary to use the correct type of respirator and protective clothes.

Remember that the use of chemical substances may give eczema, allergies, or damage to internal organs. That could be when swallowing, inhaling or by the substance touching your skin.

BE CAREFUL AND USE PROTECTION EQUIPMENT!

Usage and storing

The farmer is responsible for making sure that toxic and other hazardous substances are used and stored properly. The label and product sheet provide information about storage etc. The cabinet or room should be clearly marked with a toxic sign.

Spraying certificate

Plant protection products require an authorization course for the person that is going to work with these substances. Make sure you know where to find protection equipment, gloves, goggles, and clothes when you are going to work with these substances.

Clean the spraying equipment, working clothes and yourself after spraying. Take a shower.

Know what you are working with

Corrosive substances might cause immediate damage if they get in contact with eyes or skin. Other chemicals might be toxic or carcinogenic. When you are going to work with hazardous substances you need to know the risk you are exposed to when using these substances and how to prevent damage.

Product sheets

Information about hazardous substances should be easily available in form of product sheets written in Norwegian and English. Product sheets give information on how to use them, health risks, first aid, fire technical information etc.

Read the product sheets carefully before you start working

GAS – is fatal!

- ✓ The main rule when there is a possibility for the air containing gas is always to open doors and windows and/or use fans.
- ✓ Pay particular attention to the children when working with silages and when you are driving with fertilizer.

Never enter before it is well ventilated.

Manure gas

Gas made in the fertilizer cellar becomes hazardous when released by, for example, stirring or emptying the fertilizer cellar. Remember to open doors and windows in livestock rooms in good time before work is going to happen.

Do not enter the barn if you see that the animals are getting sick of the manure gas!

The most important manure gases are hydrogen sulfide (H₂S), methane (CH₄), and ammonia (NH₃).

Silo gas

Carbon dioxide (CO₂) evolves rapidly in new silos. Pay particular attention to gases when you take a break. Tragic accidents have happened with children that are playing around in silos while the workers were on a lunch break.

No smell or color

CO₂ is a heavy, colorless gas without any smell. It displaces air and settles along the lowest levels in the room. You can find high concentrations of CO₂ in unopened silos as well.

Ammonia treated straw

When opening bunts of ammonia treated straw, large concentrations of gas (NH₃) can occur. It is recommended that you use a respirator/respiratory protection when you open such straw. Let the straw ventilate for a while before feeding.

Ammonia may irritate the mucous membranes in the eyes, nose and throat.

Nitrous gases

There are two types of gas in silos and sometimes also in round bales. These are carbon dioxide (CO₂) and nitrous gases (NO_x). These are heavier than air, has a red-brown color and a stinging odor/smell. Nitrogen dioxide (NO₂) is deadly at a concentration of 0.02%.

Contact a doctor immediately if you suspect you have been in contact with nitrous gases.

Suffocation

Even low concentrations (7%) of CO₂ will lead to suffocation after a short amount of time. If the concentration raises (to over 20%) one inhale will be deadly. There is a total paralysis of the respiratory and central nervous system, and the heart stops.

Symptoms

Symptoms of silo gas poisoning are heavy breathing and nausea, coughing with red foaming mucous and unconsciousness. This happens in a very short period of time.

Get the person out in fresh air as fast as possible.

Call 113!

Ventilation

The feed must be packed as soon as possible after insertion. It is important to provide proper ventilation of barn and feed center 1 - 2 weeks after insertion. Even after 1-2 weeks, there is still a possibility for gas.

Gas meter

Equipment for measuring gas concentration can be borrowed. Contact your farmer relief service for more information.

Ventilate well. Open air hoses and/or use silo fans. It should be mounted on top of the silo and will blow gas away. Be sure before you enter the silo.

ACID - corrosive substance

Formic acid

Remedies used on the silage are very corrosive. Most of them contain formic acid. Formic acid looks like water, it's blank, but got a very sharp smell.

Safe storage

Pay attention to the cans and that the cork is in place after use. Cans containing formic acid should be stored behind a locked door. Make sure children don't have access to these cans.

Always use protection equipment

Always use protection equipment when handling formic acid. Eye protection, gloves, and boots. Use clothes that cover your skin. Always carry a bottle with clean water or eyewash. Read the product sheets with information about the remedies and treatment when injured.

First aid - Acid

If acid has touched your skin, you must immediately rinse with large amounts of water. Take off your clothes immediately. If you do not have enough water, roll around in the grass.

These injuries should be treated as fire injuries. Contact a doctor for treatment.

- ✓ Is the wound bigger than a hand: immediately call 113.
- ✓ Use big amounts of lukewarm water.

Internal damage

If swallowed – immediately drink a lot of milk or water that neutralizes. Do not force vomiting; it will make the situation worse. Internal damage may occur even if you can't feel it immediately.

Cardiac massage may be required in case of major injuries. Call 113.

WATCH OUT – for falls!

Falls are the reason for over 60% of the fatal accidents in agricultural buildings. Half of these are falls correlated to silo work. Watch out for empty silos, ladders, open hatches, and stairs. You cannot expect to survive serious accidental fall. And if you do, you must be aware that your future will be uncertain because of the damage.

Major injuries

To fall from 4 – 5 m gives the same damage as we see in traffic accidents:

- ✓ major head injuries
- ✓ broken hip and pelvic part
- ✓ broken elbows, ankles, and feet

Precautions against falls

- ✓ avoid climbing or balancing
- ✓ make sure there are secure railings
- ✓ secure ladders
- ✓ use good footwear
- ✓ make sure floors, stairs and walkways are tidy and not slippery
- ✓ use fall protection equipment

WATCH OUT – for tractor accidents!

Too many accidents in the agriculture has a connection with the use of tractors and other machines.

Typical situations are:

- ✓ Tractors rolling over
- ✓ Collisions and overrun
- ✓ connecting and use of gear

Many of the accidents have had fatal ends and they could have been prevented with a little thoughtfulness.

There are many examples of people that have been mutilated or have lost their lives because of clothes that have gotten wrapped up in rotating machines, the tractor rolled over them, or that children have been playing behind the tractor and got driven over.

Keep the children away when working with tractor! Use seat belt when driving.

- ▲ Stop the tractor when performing maintenance and repairs.
- ▲ Power transmission shaft shall have proper protection. Replace when broken.
- ▲ Make sure you get proper training before you start working!

LIVESTOCK – be aware!

Working with livestock is the cause of 20% of personal injuries in agriculture. Trampling, head bunts, squeezes and bites are typical. Slippery floors and “stumbling traps” are also causes for accidents correlated to livestock. Accidents are most likely to happen during transporting, feeding, and milking.

When you work with or when you are close to animals you must be aware!

Good advice to the milker:

- Take into account the animal's reaction pattern.
- Get to know the regular routines of the animals.
- Think through and prepare what you are going to do.
- Use protective shoes / boots with a good grip.
- Use the hobble if necessary.
- Do not wear loose clothing – overalls are the best.
- Take your time and stay calm. If you are stressed, the animals will sense it.
- Do not be alone when moving bulls.
- Do not be alone with bulls on the pasture.

HEALTH – think health when working

Strain injuries

Take care of yourself and others on the farm. Listen to your body! Neck pain, shoulder pain and back pain etc. can be a sign that something is wrong in your work situation.

Stop

Drop your shoulders and think. Is there anything you can do to make the situation better? If you continue it might develop to lasting pain.

Good health

It must be allowed for people working in the agriculture to retire with their health in a good condition. Earlier you could tell if a person was a good worker if he had a painful back and broken knees, but that time is over.

Good planning and adaptation is a good and cheap way to prevent strain injuries. Take care, and start with the most important thing.

Keep this in mind when working:

- Ensure good working positions
- Favorable work height
- Good space conditions
- Good space allows for varied postures
- Avoid sudden or unexpected strain
- Remove unnecessary items and avoid slippery floors
- Consider weight before lifting
- Prevent jumping etc.
- Use good shoes or boots
- Discontinue monotonous work
- When working with colleagues, make sure to switch on the work assignments
- Perform the work as close as possible to the body
- Perform the tasks as close as possible to your body, to prevent injuries.
- Sit as close to the udder as possible when you milk
- Treat yourself with a 5-minute break occasionally

Enjoyment

Enjoyment reduces the danger for strain injuries. When you enjoy what you are doing you relax and your muscle tension is getting smaller.

Look around, it is really enjoyable to work with animals, soil and nature. If you are aware of this and look at the positives, it will be good for your health.

Thoughtfulness

The farmer has the responsibility to make your workplace safe, secure, and enjoyable.

You should also contribute to this with thoughtfulness, cooperation, and efforts. This is motivating for both parts to do a good job and become great workmates.

INTERNAL CONTROL - Goals

“The Internal Control Regulation” from 1992 require that there will be formulated goals for the work with HMS for businesses with employees.

The farm should be a safe and enjoyable workplace. Nobody should get hurt or become sick by working here. Our children should have a safe and a good childhood environment.

SAFETY TRAINING AND DOCUMENTATION: DANGEROUS MACHINES AND EQUIPMENT

Regulations on the use of work equipment

“The Usage Regulation”, sets a requirement to practical and theoretical training in the use of particularly dangerous machinery and equipment. Training in secure use, maintenance and control of the equipment is mandatory. As a contractor or employer, it is the responsibility of the farmer that you have been trained, before you start working.

Receipt

It should be documented that training is given with a receipt for every single machine.

Competence

Take care of the receipts and use them to document your competence towards later employers and to the Labor Inspectorate. The farmer relief service can inform you and get you a form for this.

Who can train you

The training of equipment that requires special care when used can in many cases be given and documented by the farmer / employer himself. If not, you must attend approved courses or schools.

Nobody can force you to use dangerous working equipment with high accident risk, for example a chainsaw, without you having proper security training.

The normal equipment the farmer can give you training in:

- Tractor with/without connected equipment.
- Chainsaws.
- Mobile machinery for agriculture and forestry (e.g. combine harvesters).
- Lifting devices for goods (e.g. silos).
- Winches.
- Lifting and stacking carriages for goods.
- Lifting for persons.
- Cableways and machines that gets pulled or are automatic.
- Scaffolding.
- Nail guns, angle grinders, wood splitters, high pressure washers etc.

These need documentation from schools or approved courses: (certification)

- Bridge and traverse cranes.
- Truck with permanent driver's seat.
- Earthmoving machines with a bigger power than 15kW (excavators, wheel loaders).
- Truck cranes with a capacity greater than 2 tons.
- Tower cranes, mobile cranes, and gantry cranes.

RELIEF WORKER – versatile experience

The agriculture in Norway today is a big and important workplace. Tens of thousands of persons work as relief workers in the agriculture. A relief worker is supposed to take over necessary work on the farm when the farmer, for different reasons cannot work. For example, when the farmer is on a vacation or must get free due to illness or by other reasons.

- an interesting, responsible, and varied job

Experience

Everyone that's 15 years or older can work as a relief worker. The Working Environment Act sets some limitations on what work tasks you can do before you reach 18. As a relief worker you get an interesting, responsible, and varied job. It is emphasized that you are reliable and that you have the necessary knowledge for caring of animals and farms. Through the job as a relief worker you get a versatile experience and practice that comes to use when you e.g. are going to run your own farm in the future.

Full or part-time job

Many are fulltime relief workers, usually in a farmer relief service. Most of the relief workers have this as a part-time job. It can be tasks in weekends and vacations, in times of harvesting or as a family relief worker at their own farm.

Relief worker schedule

In a farmer relief service, it's normal that the relief worker work for 10 days and then have 4 days break. That means you work every second weekend. With such work hours, you work for 35,5 hours a week on average.

Part-time

Part-time relief workers work after 37,5 hours a week. It is important that you set up a working schedule, both if you're an employee in a farm relief service or not. This type of planning makes it easier for the farmer, yourself and for the farm relief service.

FARMER RELIEF SERVICE – your office

Most of the farmers in Norway are members of a farmer relief service. The services, are organized by the farmers themselves, with their own board and statutes. The farmer relief services administrate and organize relief worker-services for farmers. They are the farmers “security” when they need work power and can provide advice and guidance on staffing and agricultural welfare systems.

Personal office

The farmer relief service has employer’s liability for the relief workers and have personal responsibility for you as a relief worker. It is the farmer relief service that pays salary and keeps track of appointments, holiday and schedule plans for you. Of course, in close cooperation with the farmer you are working for.

Courses

The farmer relief services arrange courses both for starters as well as intermediates if needed. You’ll get training from the farmer you are going to work for.

Timesheets and payroll

The farmer relief service will give you timesheets where you must write up everything you do. You can also write how many kilometers you have driven correlated to your job. Remember to write where you have driven. If you are in doubt, ask people in the office how you fill it out and what your rights are. It’s this timesheets that decide how much you will get paid from the farmer relief service.

Signatures

Remember that both you and the farmer must sign the sheet before you deliver it to the farmer relief service.

Employment agreement

When you are employed as a relief worker, you must get a written agreement. This is a personal agreement between you and your employer. Salary, travel allowances and other matters relating to the employment should be agreed between you, the farmer relief service, and the farmer before you start.

The agreement must be written and there are specific rules for what it should contain:

- ✓ Workplace, type of work, working hours, date of employment, salary, vacation and probation information and deadlines for termination must be included.
- ✓ Information on mutual confidentiality should be included in the agreement. Also, that necessary protective equipment must be used for work requiring it.
- ✓ It should also be referred to the applicable collective agreement and any work regulations.
- ✓ The employment contract must be signed by both parties and you must have one copy each.
- ✓ Together with an employment contract, work instructions are often added as well.

Short-term working conditions

In case of temporary work, a temporary employment contract must be written, which you can get by contacting the farmer relief service or the farmer. This applies to short-term working conditions where no other written agreement exists.

Final certificate

When you quit, you will receive a written certificate that contains information about how long you have been employed, what you have worked with, and the reason you quit.

Confidentiality

As a relief worker you are responsible for the livelihood of the farmer. When you work you gain knowledge about the farm and the farmers personal life. Everyone who gain access to personal information through their job has confidentiality. The farmer also has confidentiality about your personal life and relations. This is a mutual relationship that must be respected by both parties.

Violation of confidentiality is a serious matter in an employment relationship

Vacation, leisure, and vacation money

You are entitled to vacation and leisure like all other employees. The working environment act and the vacation act regulate this. Note that the right to vacation / leisure is not the same as the right to vacation money.

The basis for vacation money a year is what you earned in the previous calendar year.

HONESTY – provides good communication

Conflicts

Disagreements happen from time to time at all workplaces. If problems occur, it is important to talk directly with the person and clear the air as fast as possible. It is important to be open and honest. This does not always succeed, and the working environment could develop in the wrong direction.

Talk about it

If you cannot reach through to the farmer you work for, or you do not dare to address the problem, you should contact the farmer relief service as soon as possible. You will be advised. The farmer relief service can also help solve the problems by attending conversations.

Associates

In a relief-workers working situation it is often the farmer, your superior, who will become your workmate.

Contact

This way the relief worker profession is a lonely profession. In a situation like this it's important to have good contact and have the ability to communicate well.

Trust

This obviously applies to the farmer himself as well. When this happens, and you gain good contact and trust, the farmer and his family can safely leave the farm in your hands.

Honesty

The saying goes like this: "The emptiness that occurs when there is a lack of communication will quickly be filled with rumors and gossip." Always address the problem as fast as possible, but do it in a way that gets accepted and will not get perceived as criticism.

Do not get frustrated if other people tell you something you did wrong, or something that was dangerous. This is often a sign of thoughtfulness and a wish to better both your and his/her own situation.

RIGHTS – and duties

Employee rights and duties when ill

The sick pay scheme gives every employee the right to sick pay equivalent to 100% of gross profit from the first full day of absence due to illness.

Notifying is a duty

It is mandatory that you notify the farmer relief service about your absence from the first day of absence and that it is due to illness.

This is a condition for being entitled to pay during sick leave.

You also must notify the farmer/principal that you are working for. The farmer relief service should try to get a substitute.

Self-certification

Self-certification can be used the first three days of your sick leave. To use self-certification, you need to have been employed for at least two months and had assignments in the last 14 days.

Self-notification must be given no later than the end of the first day of absence.

The farmer relief service has a form for self-certification, but you can also give self-certification orally. You can use self-certification four times every 12 months. If you abuse it, you can lose the right to use self-certification.

Sick leave

Medical certificate / sick leave should be submitted when absence goes beyond three calendar days. Use of self-certification and sick leave are regulated by law. Pay attention, the rules might change

RULES - Law, Regulations, and Responsibilities

Protection for the worker

The ones that have employee status in the agriculture (agricultural temporary workers, relief workers...) has the same protection as other workers when it comes to security, working time, appointment, termination, wages, leave (paternity/maternity leave...), etc. The Working Environment Act regulate this.

Personnel responsibility, employer

As an employer it is the farmer relief service who is responsible for contractual protection of the law. It is the farmer relief service that is your counterparty in contracts, employment agreements etc. Nevertheless, you must have agreed on the work plan, shifts and such with the farmer(s) to work for.

Work management

The farmer is your closest superior on the farm. He/she will facilitate the work that should be done, and give you the needed information to finish the job. This will vary from farm to farm and you must adapt to different ways to perform your work.

Responsibility

The farmer is responsible that the working environment on the farm is in accordance with the provisions of the Working Environment Act. He should facilitate it so that you, as a relief worker, won't get exposed to danger and he should provide necessary training and information.

Dangerous conditions

You should expect the farmer to follow up on the case if you report dangerous or risky conditions.

The farmer is responsible for:

- That the silo is certified
- That tractor and equipment is in regulatory shape
- That the technical equipment is properly protected and constructed
- That age restrictions for use of machines and equipment is followed
- That dangerous and toxic substances will be contained properly
- Security against falls and injuries in buildings and facilities on the farm
- That the work will be facilitated to prevent strain injuries
- That you will not be exposed to dust, gases etc. that causes health risks
- That necessary training is given
- That protection equipment is used when required
- The provisions on working hours are followed
- That the working day is organized effectively
- That the farmer relief service gets the information needed to give you the correct payment, tax deduction etc.

Employee responsibility

You are required to contribute to the creation of a healthy and safe working environment. You will be active and not leave responsibility to others if you see something that is, or could be dangerous. Tell people immediately and make sure dangerous situations gets prevented at later occasions.

Supplier's responsibility

The ones producing and delivering technical equipment and installations, has the duty to ensure that this is provided with protection and guidance so that it can be used without the risk of damage or disadvantages and discomfort. The same goes to those who rent or borrow e.g. a tractor, forage harvester or other equipment.

Safety representatives

Health and safety representatives are your representatives when it comes to HES-cases. The health and safety representatives will look after and tell people, up and down in the system. All employers are required to have their own HES representatives in all parts.

Represent yourself

The health and safety representatives shall be chosen by and among the employees. He / she is entitled to training to be able to fulfill his / her duties. The health and safety representatives shall represent you in HES-cases towards the employer (the farmer relief service and/or the farmer).

May stop dangerous work

The health and safety representatives have the authority to stop a relief worker from performing work considered as dangerous for life and health.

Your interests

The health and safety representatives are chosen to represent you and safeguard your interests. Keep this in mind and don't get frustrated if he/she takes something up with you directly!

KSL OG HES – quality at all levels

KSL – Quality system in the agriculture

The ministry of agriculture has facilitated that quality insurance shall be a part of the competition strategies for Norwegian food.

From 1995 the agricultural industry has been responsible for the development of a quality insuring system in the agriculture, KSL. It is a broad cooperation with most of the actors in Norwegian agriculture, cooperative organizations, teams of experts etc.

Management Tools

KSL is a management tool for the farmer and documentation for the customer. It requires the farmer as a producer to document quality on his work and products in all levels of production.

A link in the chain

As a relief worker you are obviously a part of this chain, and you need to have necessary knowledge about the various aspects of production.

KSL-profile

Norwegian agricultural products shall:

- Be free of harmful remnants of medicines, pesticides, and other foreign substances.
- Be infection-free, have the right appearance, taste and working ability.
- Be produced with good animal welfare.
- Be manufactured in an environmentally friendly manner.
- Be manufactured in a safe working environment that ensures good health for practitioners.

HES is an important part of KSL

A pleasant and safe workplace is just as important as good salary for many! The farmer shall get an overview over the working conditions, plan actions, implement and document that the improvements are done.

- ✓ Working environment
- ✓ Pollution
- ✓ Fireproofing
- ✓ Safety at electric constructions

INSURANCE – safety for all parts

Insurance

Through NLT the farmer relief services have good insurances for its employees and their activity. By using the relief workers from the farmer relief services, the farmer is insured against loss, if the relief worker is responsible for damage when working. The damage cannot be caused by an accidental accident. This is also a safety for the relief worker. In addition to occupational injury and liability insurance described in more detail below, the farmer relief service may also have other insurance offerings for you. Contact the office for more information.

Occupational injury insurance

When you are employed in the farmer relief service, you are taken care of by their occupational injury insurance. It is statutory and covers cases of occupational injuries and illnesses that you may encounter in your work. It is important that all types of injuries and illnesses gets registered and reported to the insurance company.

Example of coverage areas:

- Acquired disability (injury)
- Medical disability
- Occupational injury insurance (lasting medical invalidity of at least 15%)
- Death

The company covers documented additional expenses because of the injury / illness which are not covered by the Social Security Office.

Liability insurance

The farmer relief service also has liability insurance and underwriting insurance. It shall cover the liability that the farmer relief service may receive as an employer, for loss or damage that the employer may incur, by making a mistake in your work. Whether or not it gives a reason for compensation will be considered individually in each case. It will depend on the liability and that you can be charged for the damage. The insurance covers damage to things and persons. The insurance covers all types of work done by persons employed in the farmer relief service.

Examples of damage caused by employees that can get covered:

- injuries
- damage to or ill animals
- damage to crops or products (penicillin in milk)
- damage to property or equipment
- financial losses that the farmer will suffer due to damage (loss of elite milk, milk quota and more.)
- damage to motorized vehicles, tractors, and other machinery

NB! In case of damage caused by a car / tractor in motion the car liability act will apply. Ask the farmer relief service to contact NLT if in doubt.

Injury report

What should you do in case of damage?

- Give the farmer relief service information about the conditions
- Fill an injury report
- Attach necessary documentation

- The farmer relief service shall send all documentation to NLT
- In case of occupational injury / illness, injury report must also be sent to the Social Security Office

EMERGENCY PLAN

Make sure you always know where to find first-aid kits and fire-fighting equipment (extinguishers...) when you arrive to the farm. It is the responsibility of the farmer that this is in order and available. Familiarize yourself with the emergency plan so that you do not have to spend unnecessary time if an accident occurs! Talk to the farmer about this!

OCCUPATIONAL ACCIDENTS CAN BE PREVENTED!

The best way to prevent accidents at work is to remove the causes. If you tell someone or report dangerous working conditions, the farmer has a chance to evaluate every case and act accordingly to fix it. Thus, also secure his/her and your workplace.

NOTIFY ABOUT DANGEROUS CONDITIONS

You should notify people if you notice something that can become dangerous, or experience a "near-accident". Even though it didn't happen anything bad this time, you should contribute to preventing it from happening again. We have created a simple form that can be used for the message/notification. This is not surveillance, but a tool to make the daily life easier for both you and the people you work with. Nothing happened this time, but you might not be as lucky next time!

Note the dangerous things you discover. Suggest what can be done. Talk to the farmer about this and deliver the report to him. Deliver a copy to the farmer relief service.

The farmer is responsible for assessing necessary actions. You should get a reply from the farmer saying what will be done and when it will be done.

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