

4-H Safety Manual



prepared by
University of California
Agriculture & Natural Resources
Environmental Health & Safety
<http://safety.ucanr.org>

and California State 4-H Youth Development Program
<http://www.ca4h.org/>

August 2007



4-H SAFETY MANUAL
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TABLE OF CONTENTS

1. Introduction..... 2

2. University of California Policy on Management of Health, Safety and the Environment..... 2

3. 4-H Safety Resources and Manual References 2

4. 4-H YDP Volunteer Duties and Responsibilities for Safety..... 3

5. Addressing Safety as Part of 4-H Member Training..... 4

6. Transporting 4-H Members 5

7. Animals 8

8. Camping..... 10

9. Outdoor Adventures 11

10. Food Preparation 12

11. Sporting Activities..... 13

12. Crafts and Hobbies 14

13. Tools, Equipment, and Machinery..... 15

14. Gardening 16

15. Clothing and Textiles..... 17

16. Computers..... 18

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4-H SAFETY MANUAL

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1. INTRODUCTION

The University of California 4-H Youth Development Program (YDP) organizes and coordinates a variety of programs, projects, and events that involve about 20,000 adult volunteers and more than 100,000 youth aged five through 19 years of age. Many of these programs, projects, and events incorporate activities that inherently have various risks for injuries or disease exposures to both 4-H YDP volunteers and members. Information given in this manual has been developed for use by 4-H volunteers and members and is intended to provide initial guidance for implementing practices and procedures to reduce the risk of sustaining injuries or illnesses while participating in 4-H sponsored programs, projects, and events.

The Agriculture & Natural Resources (ANR) Environmental Health & Safety (EH&S) Office exists to support all ANR programs, including 4-H YDP, in conducting their activities in a safe, healthy, and environmentally responsible manner. ANR EH&S staff are available to assist 4-H YDP staff and volunteers to interpret the material in this manual and to develop specific health and safety information, assess potential hazards, and conduct training. Contact information (i.e. address, telephone numbers, and e-mail) for ANR EH&S staff is available on the EH&S website at: <http://safety.ucanr.org/4h/>

2. UNIVERSITY OF CALIFORNIA POLICY ON HEALTH, SAFETY, AND THE ENVIRONMENT

The University of California (UC) Policy on Management of Health, Safety and the Environment, dated October 28, 2005, indicates UC is committed to achieving excellence in providing healthy and safe work environments that ensure the protection of students, faculty, staff, visitors, the public, property, and the environment. Furthermore, the policy states that "Protecting faculty, staff, students, visitors, the public and the environment is a priority whenever activities are planned and performed." The policy also establishes a strategy whereby damage is preempted by designing activities and controls to reduce or eliminate accidents, injuries, and exposures. Accordingly, this manual has been developed to complement and be in accordance with the goals of the UC Policy on Management of Health, Safety and the Environment.

3. 4-H SAFETY RESOURCES AND MANUAL REFERENCES

An important resource to this safety manual is the series of 4-H Clover Safe notes. Clover Safe notes are one page summaries of relevant safety information about specific topics that have been requested by 4-H staff. These notes



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



continue to be developed as additional requests for training on specific topics are transmitted to EH&S staff. All Clover Safe notes are reviewed in draft form by 4-H staff. Following review, they are posted on the 4-H web site at <http://www.ca4h.org/projresource/curriculum/> and EH&S web site at http://safety.ucanr.org/4h/clover_safe_notes.htm for ready availability anywhere there is internet access. Clover Safe notes are purposefully designed for their intended audience of 4-H staff, volunteers and members. Accordingly, Clover Safe notes incorporate a picture or drawing and information about topic-related injuries or illness to provoke the reader's interest followed by a succinct, bulleted or numbered, discussion of precautions to prevent topic-related injuries or illness. They are also concisely written to emphasize the primary safety issues related to the topic and restricted to one page to maintain the reader's attention. Finally, Clover Safe notes are intended to be used while connected to the web site or may be downloaded, printed, and handed out at 4-H activities and project meetings.

The following references are also used in this manual:

4-H Policy Handbook, dated June 11, 2006, located on the 4-H web site at: <http://ca4h.org/4hresource/handbook/index.asp>.

UC Policy on Management of Health, Safety and the Environment located on the UC web site at:
http://www.ucop.edu/ucophome/coordrev/policy/PP102805_HSE.pdf.

4. 4-H YDP VOLUNTEER DUTIES AND RESPONSIBILITIES FOR SAFETY

The California 4-H Policy Handbook, Section 802 indicates volunteers are responsible for the safety of 4-H members during all meetings and activities. In addition, volunteers *"must incorporate safety awareness in project meetings and demonstrate safe practices when showing members how to carry out their project work."*

In order to achieve the requirements of Section 802, 4-H volunteers need to be familiar with activities, procedures, and processes associated with the project they are supervising. More specifically, 4-H volunteers must be capable of identifying those project risks that pose the potential for causing accidents, injuries, or disease exposures.

Once the 4-H volunteer has identified accident, injury, and/or disease exposure risks, they must be capable of delineating and establishing administrative and/or engineering controls, such as written or oral instructions, training,



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



demonstrations, modification of activities, or use of personal protective equipment (i.e. gloves, eye protection, helmets, etc.) to reduce or prevent the identified risks and likelihood of injuries or illnesses.

If an unacceptable risk or hazard becomes evident while an activity is taking place, the 4-H volunteer must promptly modify the activity or establish controls to reduce the risk to an acceptable level or correct the hazard. If the unacceptable risk or hazard continues to exist, the 4-H volunteer must discontinue the activity and, if necessary, evacuate the members from the affected area.

If an injury occurs, the 4-H volunteer must be prepared to provide an appropriate emergency response to the type and extent of a member's injury. This includes determining the severity of the injury, implementing the proper emergency response, informing the member's parent/guardian/emergency contact of the injury, and reporting the injury on the Incident Report form and to their immediate supervisor or volunteer leader. The 4-H volunteer should review and understand Clover Safe #13 Emergency Preparation and Response Guidelines. Clover Safe #13 may be obtained from the 4-H volunteer's CE Office or it is available for review and downloading at the 4-H website:

<http://www.ca4h.org/projresource/curriculum/> or the ANR Environmental Health & Safety website at: <http://safety.ucanr.org/4h/>.

Finally, the 4-H volunteer is responsible for maintaining a Medical Release Form (Form 4-H 1109) for each participant in a 4-H event or activity.

5. ADDRESSING SAFETY AS PART OF 4-H MEMBER TRAINING

The planning process for 4-H projects should incorporate evaluations of potential risks for members to sustain injuries or illnesses. Once potential risks have been identified, appropriate safety training or controls to mitigate potential risks should be developed and implemented for 4-H members. Volunteers may develop 4-H member safety training by deriving brief outlines or lesson plans that describe the types of topics to be covered and information to be presented. A variety of topics for safety training are given under the 4-H project categories (sections 6 through 14) that follow in this document.

Safety training may be incorporated into other educational instruction associated with a 4-H project and may be accomplished through verbal instruction, instructor demonstrations, review of written or electronic materials, and/or viewing commercially prepared video recordings. In certain instances, members may not be allowed to participate in an activity or utilize equipment or tools until they have



4-H SAFETY MANUAL

Prepared by ANR Environmental Health & Safety
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California State 4-H Youth Development Program



demonstrated their understanding of associated hazards and procedures or achieved a necessary level of proficiency.

Volunteers should document safety training of 4-H members by completing a Safety Meeting/Training form. Copies of the Safety Meeting/Training form are available at the volunteer's Cooperative Extension (CE) Office or online at: <http://safety.ucanr.org/4H/>.

6. TRANSPORTING 4-H MEMBERS

Section 809 of the California 4-H Policy Handbook, dated June 11, 2006, states *"Any 4-H YDP staff or volunteer acting in official capacity with 4-H must follow California driving regulations and comply with all of the following standards.*

1. *Have a valid California driver's license for vehicles to be driven,*
2. *Have car insurance as required by the state of California,*
3. *Use a safe operating vehicle, and*
4. *Have seat belts for each passenger."*

Section 809.1 of the handbook states *"Drivers who are transporting 4-H members on long field trips or long distances to official functions are encouraged to carry a first aid kit, medical treatment forms, and emergency accessories. Emergency accessories include reflectors, fire extinguishers, or other supplies, such as shovels and blankets, necessary for adverse weather conditions."*

Further, Section 809.1 states *"4-H volunteers must have current medical treatment forms from parents or guardians before transporting 4-H members in personal or commercial vehicles to any 4-H activity or event, including club field trips and activities, and county, regional, or state activities. This is not required for routine car-pooling of members to and from regular club or group meetings and activities."*

Section 809.2 states *"If the parents are not accessible during in-county events, the volunteers in charge must have a medical treatment form signed with the original signature of the parent or guardian, or have phone access to a parent or guardian of each participating member."*

Section 809.3 states *"If parents are not accessible during out-of-county 4-H events, the volunteer in charge must have a medical treatment form in his or her*



4-H SAFETY MANUAL

Prepared by ANR Environmental Health & Safety
in cooperation with the
California State 4-H Youth Development Program



possession for each participating member. The medical treatment form must be signed by the member's parent or guardian."

Section 809.5 states *"Passengers riding in the back of a pickup truck or flatbed motor truck must be secured with a restraint system, which meets or exceeds motor vehicle safety requirements."*

If two adults cannot be present in the vehicle, the alternative minimum required is one adult and two or more youth members per vehicle. An adult should not be alone with a youth (other than his/her child) in a vehicle.

4-H members shall not transport other 4-H members to and from official functions.

4-H volunteers should be aware of and implement the following types of safe driving practices when transporting 4-H participants;

- Before changing lanes, turn your head to check mirror blind spots for other traffic. Always signal before passing other vehicles.
- Maintain a three to four second distance between your vehicle and the vehicle ahead of you.
- Always look in both directions when entering intersections, crosswalks, or railroad crossings.
- Do not rely on traffic signals to stop cross traffic. Always scan controlled intersections for oncoming cross traffic.
- Allow adequate room in front of you to stop. It takes about 400 feet to react and bring a car to a stop from a speed of 55 mph. Likewise at 35 mph, it takes about 210 feet.
- Reduce your speed when driving at night. Be prepared to stop within the distance lighted by your headlights.
- Use your high beams where appropriate. Dim your high beams when necessary.
- Reduce your driving speed to accommodate adverse weather conditions (i.e., heavy rain, snow, or fog).
- When driving in fog use your low beams, increase your following distance, and be prepared to stop within the distance you can see ahead.
- If the fog becomes too thick to sufficiently see ahead, stop driving, turn off your lights, and pull completely off the road. Continue driving when the fog thins and allows adequate road vision.
- When entering a freeway, merge at the speed of the freeway traffic. When exiting a freeway, signal your intention to exit for about five seconds.



4-H SAFETY MANUAL

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- Always change freeway lanes one at a time. Signal your intention to change freeway lanes.
- Allow an adequate distance to oncoming traffic when attempting to pass another vehicle on a two-lane road. At 55 mph, you will need a distance of about one-third of a mile (1,750 feet) from oncoming traffic to pass safely.
- Always allow pedestrians the right-of-way in crosswalks.
- Avoid distracting activities while driving, such as using a cellular telephone or navigation device or reading a map.

Always wear seat belt restraints and obey posted speed limits.



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



7. ANIMALS

Section 804.1 of the California 4-H Policy Handbook indicates regard must be shown for the well-being of an animal and that animals are to receive humane handling and transport, proper nutrition, appropriate facilities and housing, disease prevention and treatment, humane exhibition, avoidance of unnecessary restraint, stress or pain, and when necessary, humane euthanasia.

Section 804.2 of the handbook addresses animal care and handling as follows:

- Each 4-H animal project shall include learning experiences appropriate to the species of the animal, to ensure that 4-H members understand and practice the standards of humane treatment of animals.
- Educational material content shall reflect current accepted animal care and handling practices
- Events such as greased pig contests, calf scramble contests, or other events for entertainment, or in which youth randomly capture animals from a group or compete against animals, are not acceptable and will not be planned, supported, or approved for 4-H member participation.
- Fairs, shows, exhibitions and similar events involving 4-H members and their animals shall be conducted according to humane animal care standards. Special attention is needed for transportation, safe housing, adequate feed and water, ample space, humane handling, facility design, and proper management and showmanship.

Section 805 of the handbook addresses equestrian helmets as follows:

- All youth and volunteers, regardless of riding seat, shall wear a properly fitted equestrian helmet which meets ASTM/SEI standards, with secured chin harness properly fastened at all times when mounted on a horse or in a vehicle being pulled by one or more horses as part of any equestrian activity.
- It is recommended that helmets be worn at all times when handling any horse (i.e. grooming, clipping, lunging).
- It is the responsibility of the horse rider or the parent or guardian of the minor rider, to assure that the headgear worn complies with the approved standards and carries the proper seals, and is properly fitted and in good condition.
- At any time during a 4-H equestrian activity, the activity volunteer (e.g. horse show manager, clinic organizer, or volunteer) may check a participant's equestrian helmet for proper standards. Individuals found to be wearing an unapproved or defective helmet will not be permitted to participate in any mounted or driving activity until a proper helmet is acquired.



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



Familiarity with the characteristics and behaviors of animals involved in the 4-H member's projects allows volunteers to identify potential risks and hazards associated with handling or caring for the project animal(s). Once the risks and hazards have been assessed, the 4-H volunteer should provide suitable safety training to reduce or eliminate the potential for injury or illness. Safety training for interacting with animals may encompass the following types of topics:

- Bees;
 - Cattle;
 - Chickens;
 - Dogs;
 - Exotic birds;
 - Goats
 - Horses and horseback riding;
 - Llamas;
 - Rabbits;
 - Service animals;
 - Sheep;
 - Swine;
 - Therapeutic animals; and
 - Turkeys.
-
- Animal judging;
 - Hand washing to prevent disease and illness;
 - Serious injury response; and
 - Treating minor injuries.

A series of Clover Safe information sheets have also been developed for use in the training of health and safety issues related to animal care and handling. Animal care and handling Clover Safe information sheets may be obtained from the volunteer's CE Office or accessed at the 4-H website at: <http://www.ca4h.org/projresource/curriculum/> or the ANR Environmental Health & Safety website at: <http://safety.ucanr.org/4h/>.



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



8. CAMPING

Camping can take place as a day camp or as an overnight 4-H activity that generally takes place at remote locations. While camping, 4-H members may be exposed to a wide variety of hazards that can cause injury or illness. These hazards can exist during daylight participation in projects, programs, and events or overnight when sleeping. It is the 4-H volunteer's (including camp director's) responsibility to identify potential hazards and reduce the risk for injury or illness by developing a comprehensive camping risk management plan and providing members with sufficient safety training for the planned projects, programs, and events.

The California 4-H YDP Camp Risk Management Workbook is an available resource that provides volunteers with a set of worksheets for use as tools for risk management planning in the following types of camping categories:

- Crisis management;
- Site and facilities;
- Administration;
- Projects, programs, and events operations;
- Personnel; and
- Health and safety.

The risk management workbook and associated worksheets are available at the 4-H volunteer's CE office. Completing the appropriate worksheets for the type of camping category should result in the development of an adequate risk management plan.

4-H members should also be provided with safety training for the types of camping projects, programs, and events in which they participate. 4-H volunteers may provide training by conveying personal safety knowledge and experiences about planned activities and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, hobbies and crafts, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

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California State 4-H Youth Development Program



9. OUTDOOR ADVENTURES

Many 4-H programs, projects, and events primarily take place at outdoor locations. Whenever an outdoor 4-H activity is planned, volunteers should assess the potential injury or illness risks and hazards that are associated with the activity and its outdoor location. Once the risks and hazards have been assessed, the 4-H volunteer should provide suitable safety training and/or controls to reduce or eliminate the potential for injury or illness. Safety training for outdoor activities often encompasses the following types of topics:

- Weather conditions, including heat or cold stress, lightning, dense fog, and high winds;
- Ultraviolet radiation, including skin and eye protection;
- Biting and stinging insects;
- Toxic plants;
- Animals, including mountain lions, black bears, poisonous snakes, sharks, sting rays, sea urchins, and jelly fish;
- Diseases, including rabies, Lyme disease, West Nile Virus, and Hantavirus Pulmonary Syndrome.
- Steep or rugged terrain, including avalanches and rock falls;
- Water, including swimming and diving, snorkeling and scuba diving, water craft and sports, tides, tsunamis, storm surges, strong currents, dangerous surf, and personal flotation devices or life vests;
- Wildfires;
- Treating minor injuries; and
- Serious injury response.

In addition to the safety training for the outdoor risks and hazards, 4-H volunteers should provide members with safety training for any tools, equipment, and/or machinery that is used in conjunction with the outdoor activity.

4-H volunteers may provide training by conveying personal safety knowledge and experiences about planned outdoor activities and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, hobbies and crafts, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

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California State 4-H Youth Development Program



10. FOOD PREPARATION

A portion of the 4-H YDP encompasses programs, projects, and events that involve food preparation. When a 4-H food preparation activity is planned, volunteers should assess the potential injury or illness risks and hazards that are associated with the activity. Once the risks and hazards have been assessed, the 4-H volunteer should provide suitable safety training and/or controls to reduce or eliminate the potential for injury or illness. Safety training for food preparation activities often encompasses the following types of topics:

- Hand washing and use of hair nets or covers;
- Food allergies;
- Knives and other sharp instrument use;
- Baking and cooking practices, including microwave oven and gas and/or electric oven and range use;
- Refrigeration and freezing practices, including refrigerator and freezer use;
- Using small kitchen appliances, including mixers, food processors, choppers, toasters and toaster ovens, and garbage disposals;
- Food preservation practices, including canning and sterile techniques and dehydrating and smoking foods;
- Establishing and maintaining clean food preparation techniques and surfaces;
- Accurately following recipes;
- Practicing healthy nutrition in food preparation;
- Selecting and using fresh and undamaged food ingredients;
- Preventing and treating minor burns and cuts; and
- Food preparation clean-up and safe dishwasher operations.

The University of California Cooperative Extension brochure entitled “Make It Safe - Keep It Safe, FIGHT BAC! Keep Food Safe From Bacteria” is a resource available at county Cooperative Extension offices that provides information about food preparation and handling safety.

4-H volunteers may provide training by conveying personal safety knowledge and experiences about planned food preparation activities and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, hobbies and crafts, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer’s CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

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California State 4-H Youth Development Program



11. SPORTING ACTIVITIES

4-H members participate in a variety of individual and group sporting activities that involve potential injury risks and hazards. Volunteers that coach or supervise should assess the potential injury risks and hazards that are associated with the sporting activity. Once the risks and hazards have been assessed, the volunteer (or certified instructor for activities such as shooting) should provide suitable 4-H member safety training and/or controls to reduce or eliminate the potential for injuries. Safety training should include discussion of the use of personal protective equipment and other equipment used as part of the sporting activity. Safety training for sporting activities may encompass the following types of sports and topics:

- Physical fitness training programs;
- Sportsmanship;
- Calisthenics;
- Preventing dehydration and heat stress through fluid consumption;
- Bicycling;
- Surfing;
- Skate boarding;
- Snow boarding;
- Softball;
- Volleyball;
- Archery;
- Shooting;
- Bowling;
- Canoeing;
- Kayaking;
- Rafting;
- Sailing;
- Off-road vehicle riding;
- Treating minor injuries; and
- Serious injury response.

4-H volunteers may provide training by conveying personal safety knowledge and experiences about planned sporting activities and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, hobbies and crafts, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

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California State 4-H Youth Development Program



12. CRAFTS AND HOBBIES

Numerous 4-H member projects involve various types of crafts and hobbies that involve potential injury risks and hazards. Volunteers should assess the potential injury risks and hazards that are associated with the 4-H member's craft or hobby project. Once the risks and hazards have been assessed, the volunteer should provide suitable 4-H member safety training and/or controls to reduce or eliminate the potential for injuries or illness. Safety training should include discussion of the use of personal protective equipment and other equipment, tools, and/or materials used as part of the craft or hobby. Safety training for crafts and hobbies may encompass the following types of topics:

- Rocketry;
- Leathercraft;
- Photography;
- Ceramics;
- Jewelry making;
- Beadwork;
- Paper maché;
- Rock polishing;
- Wood burning;
- Basket making;
- Tie-dying;
- Fabric painting/screen printing;
- Drawing/painting;
- Stained glass;
- Sandblasting;
- Lamp working; and
- Treating minor cuts and scrapes.

4-H volunteers may provide training by conveying personal safety knowledge and experiences about craft and hobby projects and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, crafts and hobbies, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

Prepared by ANR Environmental Health & Safety
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California State 4-H Youth Development Program



13. TOOLS, EQUIPMENT, AND MACHINERY

Many types of 4-H member projects involve various types of tools, equipment, and machinery that involve potential injury risks and hazards. Volunteers should assess the potential injury risks and hazards that are associated with the 4-H member's project. Once the risks and hazards have been assessed, the volunteer should provide suitable 4-H member safety training and/or controls to reduce or eliminate the potential for injuries or illness. Safety training should include discussion of the use of personal protective equipment and other equipment, tools, machinery, and/or materials used as part of the project. Safety training for projects requiring the use of tools, equipment, and/or machinery may encompass the following types of topics:

- Basic electrical safety;
- Pinch, shear, and/or cutting point hazards;
- Machinery, equipment, and tool guards;
- Hand tool safety;
- Hydraulics safety;
- Farm machinery hazards;
- Small engine repair safety;
- Painting safety;
- General shop safety;
- Good housekeeping practices;
- Portable power tool safety;
- Gas and/or arc welding safety;
- Compressed gas safety;
- Soldering iron safety;
- Respiratory protection;
- Eye protection;
- Hearing protection;
- Ladder safety;
- Table, band, miter, chop, and/or radial arm saw safety;
- Drill press safety;
- Metalworking safety;
- Woodworking safety;
- Tractor safety;
- Power take-off safety;
- Bench and pedestal grinder safety;
- Lathe safety;
- Lock-out and tag-out procedures;
- Air-impact wrench safety;
- Safe use of glues and cements;
- Protective glove use;
- Safe lifting practices;
- De-energizing systems;
- Safe fueling practices;
- Treating minor cuts and scrapes; and
- Serious injury response.

4-H volunteers may provide training by conveying personal safety knowledge and experiences for projects that use tools, equipment, and machinery and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, crafts and hobbies, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at: <http://www.ca4h.org/projresource/curriculum/> or the ANR Environmental Health & Safety website at: <http://safety.ucanr.org/4h/>.



4-H SAFETY MANUAL

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California State 4-H Youth Development Program



14. GARDENING

Gardening projects are popular 4-H activities that involve a variety of potential injury risks and hazards. Volunteers should assess the potential injury risks and hazards that are associated with the 4-H member's gardening project. Once the risks and hazards have been assessed, the volunteer should provide suitable 4-H member safety training to reduce or eliminate the potential for injuries or illness. Safety training should include discussion of the use of personal protective equipment and other equipment, tools, machinery, and/or materials used as part of the gardening project. Safety training for gardening projects may encompass the following types of topics:

- Safe use of gardening hand tools;
- Proper shoveling, hoeing, raking, and weeding techniques;
- Toxic plants;
- Repetitive motion awareness;
- Rototiller safety;
- Pruning safety;
- Basic eye protection;
- Safe lifting practices;
- Dehydration/heat stress/liquids consumption;
- Eye protection from ultraviolet radiation;
- Skin protection from ultraviolet radiation;
- Grass trimmer safety;
- Power mower safety;
- Stinging and biting insects;
- Safe fueling practices;
- Treating minor cuts and scrapes;
- Reading pesticide labels;
- Pesticide glove use;
- Respiratory protection;
- Safe use of hand sprayers; and
- Pesticide exposure awareness.

4-H volunteers may provide training by conveying personal safety knowledge and experiences for gardening projects and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, crafts and hobbies, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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4-H SAFETY MANUAL

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in cooperation with the
California State 4-H Youth Development Program



15. CLOTHING AND TEXTILES

Numerous 4-H member clothing and textile projects involve potential injury risks and hazards. Volunteers should assess the potential injury risks and hazards that are associated with the 4-H member's clothing or textile project. Once the risks and hazards have been assessed, the volunteer should provide suitable 4-H member safety training to reduce or eliminate the potential for injuries. Safety training should include discussion of equipment, tools, and/or materials used as part of the craft or hobby. Safety training for clothing and textiles may encompass the following types of topics:

- Sewing machines;
- Sergers;
- Weaving;
- Embroidery;
- Quilting;
- Crocheting
- Hand stitching;
- Pin use;
- Shear use;
- Thread cutter use;
- Ironing;
- Sitting posture;
- Eye strain;
- Hearing protection;
- Repetitive motion;
- Safe lifting practices;
- Good housekeeping practices; and
- Treating minor cuts, punctures, and burns.

4-H volunteers may provide training by conveying personal safety knowledge and experiences for clothing and textile projects and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, crafts and hobbies, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

<http://www.ca4h.org/projresource/curriculum/> or the ANR Environmental Health & Safety website at: <http://safety.ucanr.org/4h/>.



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16. COMPUTERS

Numerous 4-H member projects involve the use of computers. Volunteers should assess the potential injury risks and hazards that are associated with 4-H member's computer use. Once the risks and hazards have been assessed, the volunteer should provide suitable 4-H member safety training to reduce or eliminate the potential for injuries or hazard impacts. Safety training should include discussion of computer equipment and general electrical safety, as well as basic "cyber safety" guidance as noted below.

At a minimum, 4-H members should review and follow the 4-H Technology Code of Conduct for Member and Volunteer Leaders (available at <http://ca4H.org/compcorps/policies/techcoc.asp>), E-mail List Guidelines (available at <http://ca4H.org/compcorps/policies/emailguidelines.asp>), and any other guidance documents developed by the 4-H Computer Corps.

Additional safety training for computer should also encompass the following types of topics:

- Basic ergonomics:
 - Sitting posture;
 - Eye strain;
 - Repetitive motion;
- Cyber safety, including:
 - Never provide personal information (name, telephone number, address, password, school name, or parents' name) to someone you meet online;
 - Never agree to meet face to face with someone you meet online;
 - If you find something on a computer that is threatening or makes you feel uncomfortable, let your group leader, parent, or guardian know immediately;
 - Never enter an area on a website that charges for services without asking permission from your group leader, parent, or guardian; and
 - Never respond to unsolicited e-mails.

(A poster of cyber safety tips is available at <http://www.mcgruffspo.com/cybersafetysat.html>)

4-H volunteers may provide training by conveying personal safety knowledge and experiences for computer use and/or utilizing information provided in the series of Clover Safe notes. These notes address a variety of 4-H member activities, including sports, outdoor adventures, crafts and hobbies, food preparation, tools, equipment, and machinery, and animals and may be obtained from the volunteer's CE Office or accessed at the 4-H website at:

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