SAFETY TRAINING FOR AGRICULTURAL WORKERS
PROTECT YOURSELF FROM PESTICIDES

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EPA has approved this material for training workers on pesticide safety in accordance with the 2015 WPS (40 CR 170). The approval number is EPA Worker PST 00009.

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EPA's goals with training materials is to ensure that workers and handlers receive clear, accurate information about how they can protect themselves (and others, in the case of handlers) from pesticides, and what their employers must do to protect them (and therefore the worker and handler should heed their employer’s directions). EPA has carefully reviewed the materials provided for review, and we recognize that once the materials for 2018 are approved they may be used for many years and in many trainings. It is extremely important that they are of high quality and present information accurately, because of their role in providing critical self-protective information to workers and handlers.

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Hello everyone!
My name is ___________ and I am the ___________ (job title) at ___________ (where you work).

Thanks for attending this important training.
→ Can everyone HEAR me?
→ Can everyone SEE the picture?
→ Please stop me and tell me if you do not understand something.

OBJECTIVE OF TRAINING:
Today I will provide you with the Worker Protection Standard (WPS) pesticide safety training for agricultural workers.

We will go over ways to keep yourself and others safe from pesticide exposure.

How many of you have received training in the past on how to protect yourselves from pesticides?

IMPORTANT: By law, your employer needs to provide you with pesticide safety training before you begin work in an area where you may encounter pesticides or their residues.

→ Today’s training covers these requirements.
→ Agricultural workers must receive this training every year.

What are PESTICIDES?

Pesticides are chemicals used to kill, repel or control pests, like insects and weeds, but they can also hurt – or even kill – people.

The law helps protect you from pesticides and pesticide residues found at your work. You can also protect yourself and others by learning about pesticide safety.

¿Cuántos de ustedes han recibido entrenamiento en el pasado sobre cómo protegerse de los pesticidas?

¿Qué son los PESTICIDAS?

Los pesticidas son sustancias químicas que se usan para matar, repeler o controlar plagas, como insectos y malezas, pero también pueden dañar, o incluso matar, a las personas.

La ley le ayuda a protegerse de los pesticidas y residuos de pesticidas que se encuentran en su trabajo. También puede protegerse y proteger a los demás aprendiendo sobre la seguridad de los pesticidas.
Pesticide residues are pesticides that may remain long after being applied.

→ Pesticide residues can remain on plants, produce, and equipment many days after pesticides are applied.

→ Sometimes you can see and feel the residues like a white sticky substance or light powder.

→ On other occasions you may not see the residues but that does not mean they are not there.

**Suggested Activity:**
- Black Light Demonstration (if it’s dark or you can control lighting)
- Baby Powder & Fake Fruit Demonstration

**IMPORTANT:** Pesticides can be harmful to your health. Your employer is required to apply pesticides in a safe manner, keep you out of areas during pesticide treatment and under restriction. Also, employers must provide you with the information and training you need to minimize your exposure to pesticides.

Your employer must warn you about areas where pesticides have been applied. This information can be found in the application records at the central location. We’ll talk more about this information later today.

Los residuos de pesticidas son pesticidas que pueden permanecer mucho tiempo después de ser aplicados.

→ Los residuos de pesticidas pueden permanecer en las plantas, los productos y el equipo muchos días después de una aplicación de pesticidas.

→ A veces puede ver y sentir los residuos como una sustancia pegajosa blanca o polvo ligero.

→ En otras ocasiones, es posible que no se vean los residuos, pero eso no significa que no estén allí.

**Actividad Sugerida:**
- Demostración de luz negra (si está oscuro o si puede controlar la iluminación)
- Demostración con talco para bebés y fruta falsa

**IMPORTANTANTE:** Los pesticidas pueden ser dañinos para su salud. Se requiere que su empleador aplique pesticidas de manera segura, lo mantenga alejado de las áreas durante una aplicación y que estén bajo restricción durante el tratamiento con pesticidas. Además, los empleadores deben proporcionarle la información y la capacitación que necesita para disminuir su exposición a los pesticidas.

Su empleador debe advertirle sobre las áreas donde se han aplicado los pesticidas. Esta información se puede encontrar en los registros de aplicación en la ubicación central. Hablaremos más acerca de esta información más tarde hoy.
How are pesticides applied at work?

Pesticides can be applied in many different ways, such as:
- Spraying from airplanes or tractors
- Backpack sprayers
- Pellets dropped around the plants
- In the form of a gas applied under a tarp or in a greenhouse

**IMPORTANT:** In order to mix, load, assist in the application or apply pesticides you must be at least 18 years old, an EPA-approved handler, have received safety training and be trained and equipped for specific handler tasks.

Do you know what PESTICIDE DRIFT is?

Pesticide drift is the movement of pesticide dust or droplets through the air. This movement can happen during application or soon after and may land on workers or other persons who are nearby.

**IMPORTANT:** Stay out of areas where pesticides are being applied. If pesticides drift to where you are working, get out of the area right away!

**Suggested Activity:**
★ Baby Powder & Air Demonstration

Where can you find pesticides at work?

At work, pesticides or their residues can be found on plants, produce, soil, tractors, application equipment, chemigation equipment, used Personal Protective Equipment (PPE).

Pesticides or their residues can also be on other items in your workspace, such as pots, benches, trays, etc. You may not be able to see the pesticides as I said earlier, but they can be there.

Pesticides can also be in **irrigation water** and on **irrigation equipment**. Pesticides can be found in storage areas, and in places where pesticides are mixed and loaded for application.

¿Cómo se aplican los pesticidas en el trabajo?

Los pesticidas se pueden aplicar de maneras diferentes, tales como:
- Fumigación desde aviones o tractores
- Rociadores / Pulverizadores de mochila
- Gránulos arrojados alrededor de las plantas
- En forma de gas aplicado debajo de una lona o en un invernadero

**IMPORTANTE:** Para mezclar, cargar, ayudar en la aplicación o aplicar pesticidas, debe tener al menos 18 años de edad, ser un manipulador aprobado por la EPA, haber recibido entrenamiento de seguridad y estar capacitado y equipado para tareas específicas de un manipulador.

¿Sabes lo que es la deriva de pesticidas?

La deriva de pesticidas es el movimiento de polvo o gotitas de pesticidas a través del aire. Este movimiento puede ocurrir durante la aplicación o poco después y puede caer sobre los trabajadores u otras personas que estén cerca.

**IMPORTANTE:** Manténgase alejado de las áreas donde se aplican pesticidas. Si los pesticidas se desvían hacia donde trabaja, ¡salga del área de inmediato!

**Actividad sugerida:**
★ Demostración con talco para bebés y aire

¿Dónde puede encontrar pesticidas en el trabajo?

En el trabajo, se pueden encontrar pesticidas o sus residuos en plantas, productos agrícolas, tractores, equipos de aplicación, equipos de quimigación y equipos de protección personal (PPE por sus siglas en inglés) usados.

Los pesticidas o sus residuos también pueden estar en otros objetos en su área de trabajo, como macetas, bancos, bandejas, etc. Es posible que no pueda ver los pesticidas como dije antes, pero pueden estar allí.

Los pesticidas también pueden estar en el **agua de riego** y en el equipo de riego. Los pesticidas se pueden encontrar en **áreas de almacenamiento y en lugares donde estos se mezclan y cargan para su aplicación**.
Pesticides can be dangerous for your health if you are not protected from exposure.

Do you know how pesticides can enter your body?

Pesticides can enter your body through your:

- Eyes
- Nose
- Mouth
- Skin

¿Sabe cómo los pesticidas pueden entrar en su cuerpo?

Los pesticidas pueden entrar a su cuerpo a través de:

- Ojos
- Nariz
- Boca
- Piel
If a pesticide gets on you or inside your body, you might suffer from Pesticide Poisoning.

Do you know about the health effects from pesticide exposure?

Pesticide exposure can cause short and/or long term health effects.

Short-term or acute health effects are symptoms that you may experience immediately or within a few hours of exposure. As shown on the flipchart, these symptoms include:

- Skin rash
- Irritation of nose, throat or eyes
- Drooling or runny nose
- Sweating more than usual
- Dizziness, confusion, nausea, vomiting
- In rare cases, seizure, coma, and death

Long-term or chronic health effects are symptoms that you may experience weeks, months or years after repeated, low-dose exposure to pesticides. These include:

- Cancers
- Asthma
- Reproductive health problems, including infertility, miscarriage, and birth defects

What are delayed effects from pesticide exposure?

Delayed effects may be from an acute or chronic exposure. The effects may not appear for months, years, or even decades after exposure to the pesticide. An example of a delayed effect may be a developmental problem in a child.

Do you know what SENSITIZATION is?

While working you might be exposed to pesticides on your skin and not feel any health effects at first. But you might become sensitive to certain pesticides. It’s an allergic reaction, like what happens to people when they brush against poison ivy. In other words, you might not have any symptoms for a while, but you may one day have symptoms. Usually the symptoms are rashes and trouble breathing.

Si un pesticida le cae encima o entra a su cuerpo, usted puede sufrir envenenamiento.

¿Conoce los efectos de la exposición a pesticidas sobre la salud?

La exposición a pesticidas puede causar efectos a la salud a corto y/o largo plazo.

Los efectos agudos o a corto plazo en la salud son síntomas que se pueden experimentar inmediatamente o en unas pocas horas después de la exposición. El rotafolio muestra algunos síntomas que incluyen:

- Erupción en la piel
- Irritación de nariz, garganta u ojos
- Babeo o nariz que moquea
- Sudoración excesiva, más de lo usual
- Mareos, confusión, náuseas, vómitos
- En casos raros, convulsiones, coma y muerte

Los efectos crónicos o a largo plazo en la salud son síntomas que pueden aparecer semanas, meses o años después de repetidas exposiciones a bajas dosis de pesticidas. Éstos incluyen:

- Cánceres
- Asma
- Problemas de salud reproductiva, incluyendo infertilidad, aborto espontáneo y defectos de nacimiento

¿Cuáles son los efectos retardados de la exposición a pesticidas?

Los efectos retardados pueden ser de una exposición aguda o crónica. Es posible que los efectos no aparezcan durante meses, años o incluso décadas después de la exposición al pesticida. Un ejemplo de un efecto retardado puede ser un problema de desarrollo en un niño.

¿Sabe qué es la SENSIBILIZACIÓN?

Mientras trabaja su piel podría estar expuesta a pesticidas y no sentir ningún efecto en su salud al comienzo. Pero puede volverse sensible a ciertos pesticidas. Es una reacción alérgica, como lo que les sucede a las personas cuando rozan la hiedra venenosa. En otras palabras, es posible que no tenga ningún síntoma por un tiempo, pero es posible que algún día tenga síntomas. Por lo general, los síntomas son erupciones y dificultad para respirar.
Being in contact with pesticides can be harmful, especially during pregnancy.

Pregnant women exposed to pesticides may put their health and the health of their unborn child at risk.

Exposure to pesticides during pregnancy may lead to miscarriages, pre-term births, and low birth weight.

Pesticides can also cause harm to children because their systems are still developing and their bodies are small.

Pregnant mothers risk pesticide exposure from their worker spouses. It is important for everyone in the household to take precautions to reduce their exposure to pesticides.

**IMPORTANT:** There are hazards to children and pregnant women from pesticide-treated areas. It is important to keep children and non-working family members away from areas treated with pesticides.

Estar en contacto con pesticidas puede ser dañino, especialmente durante el embarazo.

Las mujeres embarazadas expuestas a pesticidas pueden poner en riesgo su salud y la de su hijo por nacer.

La exposición a los pesticidas durante el embarazo puede provocar abortos espontáneos, nacimientos prematuros y bajo peso al nacer.

Los pesticidas también pueden causar daño a los niños porque sus cuerpos son pequeños y sus sistemas aún se están desarrollando.

Las madres embarazadas corren el riesgo de exposición a pesticidas de sus cónyuges trabajadores. Es importante que todos en el hogar tomen precauciones para reducir su exposición a los pesticidas.

**IMPORTANTE:** Existen riesgos para los niños y las mujeres embarazadas en las áreas tratadas con pesticidas. Es importante mantener a los niños y a los miembros de la familia que no trabajan, fuera de las áreas tratadas con pesticidas.
Taking precautions is very important to avoid pesticide exposure.

**At WORK you should:**
- Wear clean clothes to work each day
- Wear long pants
- Wear long-sleeved shirts
- Wear closed-toe shoes or boots with clean socks

You may also protect yourself by:
- Covering your neck and mouth with a bandana
- Wearing your own clean gloves while working
- Wearing a clean hat each day or one that can be washed daily

**IMPORTANT:** It is very important to wear clothes that cover most of your skin when you are working in areas where pesticides have been applied.

**Suggested Activity:**
★ Adequate work clothing demonstration

**IMPORTANT:** Pesticide handlers and early entry workers must wear the Personal Protective Equipment (PPE) as required on the pesticide label. Employers must provide the PPE.
Another important way of reducing your exposure to pesticides is by washing your hands.

Employers must provide water, soap and disposable towels for washing up after you leave the area where there may be pesticides.

**When should you wash your hands?**

You should make a habit of washing your hands with plenty of soap and water, especially:

- Before and after you use the restroom
- Before you eat
- Before you drink
- Before you smoke, chew gum or tobacco
- Before you use your cell phone

Make sure to dry your hands with a disposable towel.

Also, as soon as you can after working in a pesticide-treated area, wash or shower using soap, shampoo and water, and change into clean clothes.

Residues remaining on your work clothes can hold pesticides on your skin, and they can be absorbed, posing health risks over time.

**Wash your work clothes before you wear them again to reduce this exposure.**

**¿Cuándo debería lavarse las manos?**

Usted debe tener el hábito de lavarse las manos con abundante agua y jabón, especialmente:

→ Antes y después de usar el baño
→ Antes de comer
→ Antes de beber
→ Antes de fumar, masticar chicle o tabaco
→ Antes de usar su teléfono celular

Asegúrese de secarse las manos con una toalla desechable.

Además, tan pronto como pueda después de trabajar en un área tratada con pesticidas, lávese o dúchese usando jabón, champú y agua, y póngase ropa limpia.

Los residuos que quedan en la ropa de trabajo pueden dejar restos de pesticidas y éstos pueden absorberse en la piel, lo cual representa riesgos para la salud a largo plazo.

**Lave su ropa de trabajo antes de volver a usarla para reducir esta exposición.**
Si alguien traga un pesticida:
→ ¡Obtenga ayuda médica lo más pronto posible!
→ Llame al 9-1-1 o vaya al médico, si es más rápido.
→ Consulte la etiqueta del pesticida o la Hoja de Datos de Seguridad (SDS por sus siglas en inglés), para primeros auxilios sobre la ingestión, si está a la mano, ya que algunos envenenamientos pueden empeorar haciendo que la persona vomite.
→ Si está disponible, dele la etiqueta o SDS del pesticida al médico para que reciba el tratamiento adecuado.

Si le cae pesticida en su piel o ropa:
→ Quitese la ropa que tiene pesticida.
→ ¡Enjuague su piel de inmediato! Use los suministros de lavado a mano o el agua limpia más cercana, como un arroyo, lago u otra fuente, si es que los suministros para el lavado están demasiado lejos.
→ Lávese con agua y jabón y lávese el cabello lo antes posible.
→ Póngase ropa limpia; no se ponga ropa que tenga pesticidas.
→ Si ve a un médico, dígale lo que sucedió y cualquier síntoma que tenga.

Su empleador debe publicar la dirección del centro médico más cercano en un lugar centralizado. Si los pesticidas caen sobre usted mientras está trabajando, o si le caen en su piel de otra manera, ¡debe lavarse inmediatamente con agua y jabón!

Actividad sugerida:
★ Demostrar la forma correcta de quitarse una camisa contaminada con pesticidas.

IMPORTANT: Si está expuesto, o cree que estuvo expuesto a un pesticida mientras trabaja, su empleador debe llevarlo a un centro médico y proporcionar información a los médicos, incluida la SDS, información del producto y detalles sobre la exposición. No todos los pesticidas tienen las mismas medidas de primeros auxilios. Es por eso que es importante llevar el nombre del pesticida, la etiqueta del pesticida y su Hoja de Datos de Seguridad (SDS) para recibir el tratamiento adecuado.

If someone swallows a pesticide:
→ Get medical help as soon as possible!
→ Call 9-1-1 or go to the doctor, if it’s faster.
→ Check the pesticide label or Safety Data Sheet (SDS), if handy, for first aid for ingestion because some poisonings can be made worse by making the person vomit.
→ If readily available, give the SDS or the pesticide label to the doctor for proper treatment.

If you get pesticides on your skin or clothes:
→ Take off the clothes that have pesticides on them.
→ Rinse your skin right away! Use the hand wash supplies or the nearest clean water, such as a stream, lake or other source, if the hand wash supplies are far away.
→ Wash with soap and water and shampoo hair as soon as possible.
→ Change into a clean set of clothing – don’t put on the clothes that have pesticides on them.
→ If you see a doctor, tell them any symptoms you have and what happened.

Your employer must post the address of the nearest medical facility at the central location. If pesticides drift on you while you are working, or if you get them on your skin any other way, you should wash them off right away using water and soap!

Suggested Activity:
★ Demonstrate the correct way of taking off a shirt contaminated with pesticides.

IMPORTANT: If you are exposed, or you think you have been exposed, to a pesticide while working, your employer has to get you to a medical facility and give information, including the SDS, product information, and details about the exposure to the doctors. Not all pesticides have the same first aid steps. That’s why it is important to bring with you the name of the pesticide, the pesticide label and its Safety Data Sheet (SDS) in order to receive the right treatment.
What should you do if you get pesticides in your eye?

Pesticides can cause serious damage to your eyes, a few can even cause blindness.

Eye damage can happen fast! If a pesticide gets in your eyes, you must take steps to remove the pesticide and get medical attention immediately.

Follow these steps:

→ Hold your eye open with your fingers.

→ Rinse eye for 15 minutes with a gentle stream of cool water, holding the affected eye lower than the other so it doesn’t contaminate the unaffected eye.

→ Get medical help right away!

Suggested Activity:

★ Demonstrate the correct way of rinsing contaminated eye

¿Qué debería hacer si le cae pesticida en un ojo?

Los pesticidas pueden causar daños graves a sus ojos, algunos incluso pueden causar ceguera.

¡El daño a los ojos puede suceder rápido! Si un pesticida entra en contacto con sus ojos, debe tomar medidas para quitar el pesticida y conseguir atención médica de inmediato.

Siga estos pasos:

→ Mantenga el ojo abierto con los dedos.

→ Enjuague el ojo por 15 minutos con una corriente suave de agua fría, manteniendo el ojo afectado más bajo que el otro para que no contamine el ojo no afectado.

→ ¡Consiga ayuda médica de inmediato!

Actividad sugerida:

★ Demostrar la forma correcta de enjuagar un ojo contaminado
If you are working in an enclosed area, like a greenhouse, get out into fresh air if you think you are being exposed to pesticide vapors, especially if you are feeling sick, dizzy, or are having trouble breathing.

**IMPORTANT:** Never try to rescue someone who has passed out in an enclosed area unless you have special training and breathing equipment. You don’t want to become the second victim. Find someone who can help.

If someone gets sick from breathing a pesticide, follow these steps:

- Notify your employer.
- Get the victim to fresh air.
- Loosen his/her clothing.
- Call 9-1-1 for help.
- If there is a certified person to provide CPR, proceed to provide mouth-to-mouth if the worker is not breathing.

Remember, if someone passes out in an enclosed area, get help immediately. DON’T GO IN!

Si está trabajando en un área cerrada, como un invernadero, salga al aire libre si cree que está expuesto a los vapores de pesticidas, especialmente si se siente enfermo, mareado o tiene problemas para respirar.

**IMPORTANTE:** Nunca trate de rescatar a alguien que se haya desmayado en un área cerrada a menos que usted tenga entrenamiento especial y equipo de respiración. No quiera convertirte en la segunda víctima. Encuentre a alguien que pueda ayudar.

Si alguien se enferma por respirar un pesticida, siga estos pasos:

- Informe a su empleador.
- Lleve a la víctima al aire fresco.
- Aflójele la ropa.
- Llame al 9-1-1 para obtener ayuda.
- Si hay una persona certificada para proporcionar RCP (CPR por sus siglas en inglés), proceda a darle aire boca a boca si el trabajador no respira.

Recuerde, si alguien se desmaya en un área cerrada, busque ayuda de inmediato. ¡NO ENTRE!
Tell your employer immediately if you or someone else gets sick at work. If you begin to feel sick or if your skin, eyes, or throat hurt, get medical help right away.

If you believe you have been exposed to pesticides while working, and you need emergency medical treatment, your employer must:

→ Make transportation available to you to an appropriate emergency medical facility.

→ Provide to the treating medical personnel information related to each pesticide product to which you may have been exposed.

These include:

→ Safety Data Sheet(s)

→ Product name, EPA registration number, and active ingredient(s)

→ Description of how the pesticide was used on the agricultural establishment

→ Description of how you were exposed to the pesticide

Inform a su empleador inmediatamente si usted u otra persona se enferma en el trabajo. Si comienza a sentirse enfermo o si le duelen la piel, los ojos o la garganta, busque ayuda médica de inmediato.

Si cree que ha estado expuesto a pesticidas mientras trabaja y necesita tratamiento médico de emergencia, su empleador debe:

→ Hacer que el transporte esté disponible para que usted vaya a un centro médico de emergencia apropiado.

→ Proporcionar al personal médico tratante la información relacionada con cada producto pesticida al que pudo haber estado expuesto.

Éstas incluyen:

→ Hoja(s) de Datos de Seguridad (SDS)

→ Nombre del producto, número de registro de EPA e ingrediente (s) activo (s)

→ Descripción de cómo se usó el pesticida en el establecimiento agrícola

→ Descripción de cómo estuvo expuesto al pesticida

¿Qué debería hacer si está sufriendo envenenamiento por pesticidas?

What should you do if you are suffering from pesticide poisoning?
How can I learn about what pesticides I have been exposed to at work?

While you are employed, you can refer to the application records to find the pesticides you were exposed to and the Safety Data Sheets to find what health symptoms those pesticides might cause.

If you are not comfortable asking your employer for those records, you can choose someone to act on your behalf to get the records from your employer. That designation must be made in writing.

Who can be a DESIGNATED REPRESENTATIVE?

A designated representative can be anyone you choose and trust - a co-worker, spouse, union representative, social worker, an attorney or a person from a farmworker organization. The person has to be designated in writing by the worker.

What is the CENTRAL LOCATION?

The central location is any area the employees are likely to pass by or congregate where the information can be readily seen and read.

Have you ever experienced any of these symptoms? What did you do?

¿Cómo puede saber a qué pesticidas ha estado expuesto en el trabajo?

Mientras está empleado, puede consultar los registros de aplicación para encontrar los pesticidas a los que estuvo expuesto y las hojas de datos de seguridad para encontrar los síntomas de salud que esos pesticidas podrían presentar.

Si no se siente cómodo preguntándole a su empleador por esos registros, puede elegir a alguien que actúe en su nombre para obtener los registros de su empleador. Esa designación debe hacerse por escrito.

¿Quién puede ser un REPRESENTANTE DESIGNADO?

Un representante designado puede ser cualquier persona que usted elija y en quien confíe: un compañero de trabajo, cónyuge, representante sindical, trabajador social, abogado o una persona de una organización de trabajadores agrícolas. La persona debe ser designada por escrito por el trabajador.

¿Qué es la UBICACIÓN CENTRAL?

La ubicación central es cualquier área por la que los empleados puedan pasar o congregarse donde la información se pueda ver y leer fácilmente.

¿Alguna vez ha experimentado alguno de estos síntomas? ¿Qué hizo?
Your employer must warn you about the areas where pesticides are to be applied. You should stay away from areas during applications. After the application is done, information about the application can be found in the posted application records on the establishment.

**After a pesticide is applied, your employer must post the following application information at the central location:**

- Information about the pesticide applied
- Location and description of where it was applied
- Date when pesticide was applied and when the application ended
- The Restricted Entry Interval (REI)

**Your employer must provide you with basic pesticide information at the central location, including:**

- The information about the application
- The Safety Data Sheets (SDS)
- The pesticide safety poster, with reminders about how to protect yourself from pesticides

The **SAFETY DATA SHEET** (SDS) provides information about pesticide health hazards, emergency first aid, and other information about pesticides used at your workplace. Using the application information and the SDS, you can determine what pesticides you may be exposed to and what kinds of risks they pose, and important information about first aid.

**Do you know where the Central Location is on this establishment?**

Your employer will tell you the location of the pesticide safety poster, the application information, and the SDS. You must have access to the information during normal working hours.

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Su empleador debe advertirle sobre las áreas donde se aplicarán los pesticidas. Debe mantenerse alejado de las áreas durante las aplicaciones. Una vez finalizada la aplicación, se puede encontrar información sobre la aplicación en los registros de la aplicación publicada en el establecimiento.

**Después de aplicar un pesticida, su empleador debe publicar la siguiente información de la aplicación en la ubicación central:**

- Información sobre el pesticida aplicado
- Ubicación y descripción de dónde se aplicó
- Fecha en que se aplicó el pesticida y cuándo finalizó la aplicación
- El intervalo de entrada restringida (REI, por sus siglas en inglés)

**Su empleador debe proporcionarle información básica sobre pesticidas en la ubicación central, incluyendo:**

- La información sobre la aplicación
- Las hojas de datos de seguridad (SDS)
- El póster de seguridad de pesticida, con recordatorios sobre cómo protegerse de los pesticidas

La **HOJA DE DATOS DE SEGURIDAD** (SDS) brinda información sobre los peligros de los pesticidas para la salud, los primeros auxilios de emergencia y otra información sobre los pesticidas que se usan en su lugar de trabajo. Al usar la información de la aplicación y la SDS, puede determinar a qué pesticidas puede estar expuesto y qué tipo de riesgos éstos representan, así como información importante sobre primeros auxilios.

**¿Sabe dónde está la ubicación central en este establecimiento?**

Su empleador le dirá la ubicación del póster de seguridad de pesticidas, la información de la aplicación y el SDS. Usted debe tener acceso a la información durante el horario normal de trabajo.
Suggested Activity:
★ Show the WPS warning sign

What should you do if you see this sign?

If you see this sign, or one like it, keep out! This sign means that pesticides have been used in that area.

Listen to your employer! Stay away from areas where indicated.

What is the APPLICATION EXCLUSION ZONE?

The application exclusion zone (AEZ) refers to the area surrounding application equipment that must be free of all persons other than appropriately trained and equipped handlers during pesticide applications.

→ The applicator must suspend the application of a pesticide while any worker or other person is within the AEZ.

Recognize and stay out of the Application Exclusion Zone (AEZ)

IMPORTANT: If pesticides are being applied where you are working, leave the area immediately.

¿Qué ve en esta ilustración?

¿Ha visto un letrero como este?

Actividad sugerida:
★ Mostrar el signo de advertencia del WPS

¿Qué debería hacer si ve este letrero?

Si ve este letrero, o uno similar, ¡manténgase afuera! Este signo significa que en el área sea han usado pesticidas.

¡Escuche a su empleador! Manténgase alejado de las áreas donde se le ha indicado.

¿Cuál es el ZONA de EXCLUSIÓN de una APLICACIÓN?

La zona de exclusión de una aplicación (AEZ, por sus siglas en inglés) se refiere al área que rodea el equipo de aplicación que debe estar libre de todas las personas que no sean aplicadores debidamente entrenados y equipados durante la aplicación de pesticidas.

→ El aplicador debe suspender la aplicación de un pesticida mientras cualquier trabajador u otra persona se encuentre dentro de la AEZ.

Reconozca y manténgase fuera de la zona de exclusión de la aplicación (AEZ).

IMPORTANTE: Si se están aplicando pesticidas en el lugar donde está trabajando, abandone el área de inmediato.
REI means Restricted Entry Interval.

An REI is the time you must wait to enter an area after a pesticide has been applied.

Your employer must either orally notify you, or post warning signs, of areas under an REI. You can also find information about areas under an REI in the application records, located at the central location.

Your employer must remove the warning sign before directing you to enter the area, unless you have been provided the early entry protections.

**IMPORTANT:** After a pesticide is used, you must **NOT enter** a field during the Restricted Entry Interval (REI) unless you are an early entry worker.

An early entry worker is a worker that enters into a treated field or other area after the pesticide application is complete, but before the restricted entry interval (REI) has expired.

If your employer directs you to enter a treated area under an REI, you must be 18 years old or older, and receive safety information about the pesticide and the early entry requirements before you enter the treated area.

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**¿Qué es el REI?**

Un REI es el tiempo que debe esperar para ingresar a un área después de que se haya aplicado un pesticida.

Su empleador debe notificarle verbalmente, o colocar letreros de advertencia, de las áreas bajo un REI. También puede encontrar información sobre áreas bajo un REI en los registros de la aplicación, que se encuentran en la ubicación central.

Su empleador debe quitar la señal de advertencia antes de indicarle que ingrese al área, a menos que se le hayan proporcionado las protecciones de entrada temprana.

**IMPORTANTE:** Después de usar un pesticida, **NO debe entrar** a un campo durante el Intervalo de entrada restringida (REI), a menos que sea un trabajador de entrada temprana.

Un trabajador de entrada temprana es un trabajador que ingresa en un campo tratado u otra área después de que se completa la aplicación del pesticida, pero antes de que el intervalo de entrada restringida (REI) haya acabado.

Si su empleador le indica que ingrese en un área tratada bajo un REI, usted debe tener 18 años o más, recibir información de seguridad sobre el pesticida y los requisitos de ingreso temprano antes de ingresar al área tratada.
How can you minimize your family’s exposure to pesticides?

You can minimize your, and your family’s exposure to pesticides through routine decontamination after working in a treated area.

At HOME you can do the following:

→ After coming home from work, leave your work shoes outside your house, and out of the reach of children.
→ Wash your work clothes separately from the rest of your clothes and the family’s laundry.
→ After work bathe or shower right away before you hug, play, relax or have any physical contact with your family and children.
→ Wash thoroughly from head to toe with plenty of soap, shampoo your hair, and change into clean clothes.
→ Leave the area if pesticides are being applied.

If pesticides have been applied near your house, you can protect your family by:

→ Washing toys left outside before children play with them.
→ Covering bicycles and toys left outside.
→ Cleaning your floors, and around the windows.
→ Keeping children from playing in water runoff from the fields.
→ Keeping children and non-working family members away from pesticide-treated areas.

If pesticides are being applied near your home, you can limit your family’s exposure by closing your windows and turning off the air conditioner.

IMPORTANT: NEVER take pesticides or pesticide containers home from work.

Empty pesticide containers are not safe for use around the home. No amount of washing will remove the danger from pesticide residues in the containers.

Suggested Activity:
★ Re-used bottle demonstration

¿Cómo puede minimizar la exposición de su familia a los pesticidas?

Puede minimizar su exposición y la de su familia a los pesticidas a través de la descontaminación rutinaria después de trabajar en un área tratada.

En casa puede hacer lo siguiente:

→ Después de llegar a casa del trabajo, deje sus zapatos de trabajo fuera de su casa y fuera del alcance de los niños.
→ Lave su ropa de trabajo por separado del resto de su ropa y la ropa de la familia.
→ Después del trabajo, báñese o dúchese inmediatamente antes de abrazar, jugar, relajarse o tener cualquier contacto físico con su familia y niños.
→ Lávese completamente desde la cabeza a los pies con abundante jabón, lávese el pelo con champú y póngase ropa limpia.
→ Salga del área si se están aplicando pesticidas.

Si se han aplicado pesticidas cerca de su casa, puede proteger a su familia:

→ Lavando juguetes dejados afuera antes de que los niños jueguen con ellos.
→ Cubriendo bicicletas y juguetes que quedan afuera.
→ Limpiando sus pisos y alrededor de las ventanas.
→ Evitando que los niños jueguen en el agua de los campos.
→ Manteniendo a los niños y a los miembros de la familia que no trabajan, fuera de las áreas tratadas con pesticidas.

Si se están aplicando pesticidas cerca de su hogar, puede limitar la exposición de su familia cerrando las ventanas y apagando el aire acondicionado.

IMPORTANT: NUNCA lleve pesticidas o envases de pesticidas del trabajo a la casa.

Los envases vacíos de pesticidas no son seguros para usar en el hogar. Ninguna cantidad de lavado eliminará el peligro de los residuos de pesticidas en los envases.

Actividad sugerida:
★ Demostración de botella reutilizada
Your employer must:

→ Notify you of areas where pesticides will be applied and areas under an REI.

→ Give you and/or your designated representative the information about the pesticides applied in or near areas where you work, if you request it.

→ Be sure you are trained in pesticide safety every year and before you start your very first day of work.

→ Provide you with soap, water, and disposable towels for washing.

→ Make sure you get medical help right away if you think you have been poisoned at work by pesticides.

→ Provide you with extra protections and information if you work in areas where entry is restricted. You must receive additional handler training to work as a flagger, or to mix, load, apply or otherwise handle pesticides.

If your employer does not comply with the WPS requirements, you can file a complaint with your State or Tribal Agency responsible for pesticide enforcement.

State or Tribal Agency contact information is available at the central location.

Your employer cannot punish you for following the WPS.

IMPORTANT: Your employer must not intimidate, threaten, coerce, or discriminate against you for complying with or attempting to comply with the requirements of the Worker Protection Standard, or for reporting a potential violation.

Su empleador debe:

→ Notificarle sobre las áreas donde se aplicarán los pesticidas y las áreas bajo un REI.

→ Darle a usted y / o a su representante designado la información sobre los pesticidas aplicados en o cerca de las áreas donde trabaja, si lo solicita.

→ Asegurarse de que usted está entrenado en seguridad con pesticidas cada año y antes de comenzar su primer día de trabajo.

→ Proporcionarle jabón, agua para lavarse y toallas desechables para secarse.

→ Asegurarse de que usted reciba ayuda médica de inmediato si cree que los pesticidas le han envenenado en el trabajo.

→ Brindarle protección e información adicional si trabaja en áreas donde la entrada es restringida. Debe recibir capacitación adicional para manipuladores para trabajar como señalizador, o para mezclar, cargar, aplicar o manipular pesticidas.

Si su empleador no cumple con los requisitos del WPS, puede presentar una queja ante su organismo estatal o tribal responsable de la aplicación de pesticidas.

La información de contacto de la Agencia Estatal o Tribal está disponible en la ubicación central.

Su empleador no puede sancionarlo por seguir el WPS.

IMPORTANTE: Su empleador no debe intimidar, amenazar, coaccionar o discriminar contra usted por cumplir o intentar cumplir con los requisitos del Estándar de Protección al Trabajador, o por informar una posible infracción.
Your employer must apply pesticides safely and provide a safe workplace. But there are also steps you can take to minimize your exposure and prevent injuries. **Protect yourself!**

**PLEASE REMEMBER...**

→ Wear clean clothes that cover your skin.

→ Stay out of areas your employer tells you not to enter.

→ Move away if pesticides drift into or are being applied, in the area where you are working.

→ Wash your hands with soap and water after work and before eating, drinking, smoking or using the toilet.

→ Know where a nearby medical healthcare facility is located.

→ In case of pesticide poisoning, notify your employer and get medical help immediately.

→ Shower before touching your children when you get home.

→ You can request a copy of the training record.

If you are unsure if an area or an activity is safe, ask your supervisor. If you believe your workplace is unsafe, contact your state or tribal agency responsible for pesticide enforcement.

**IMPORTANT:** Know the best ways to protect yourself and your family from pesticides, and share information with your family and co-workers for a safe environment for everyone.

Su empleador debe aplicar pesticidas de forma segura y proporcionar un lugar de trabajo seguro. Pero también hay pasos que usted puede seguir para minimizar su exposición y prevenir daños. ¡Protéjase usted mismo!

**POR FAVOR RECUERDE...**

→ Use ropa limpia que cubra su piel.

→ Manténgase fuera de las áreas que su empleador le indique que no ingrese.

→ Aléjese si los pesticidas vienen hacia usted o se están aplicando en el área donde usted está trabajando.

→ Lávese las manos con agua y jabón después del trabajo y antes de comer, beber, fumar o usar el baño.

→ Conozca dónde se encuentra el centro de atención médica más cercano.

→ En caso de envenenamiento por pesticidas, informe a su empleador y obtenga ayuda médica de inmediato.

→ Dúchese antes de tocar a sus hijos cuando llegue a casa.

→ Puede solicitar una copia del registro de capacitación.

Si no está seguro si un área o actividad es segura, pregúntele a su supervisor. Si cree que su lugar de trabajo no es seguro, comuníquese con la agencia estatal o tribal responsable de la aplicación de pesticidas.

**IMPORTANTE:** Conozca las mejores formas de protegerse usted y a su familia de los pesticidas, y comparta información con ella y sus compañeros de trabajo para un entorno seguro para todos.
The Worker Protection Standard (WPS) is required training for agricultural workers that helps protect them from exposure to pesticides used at work. WPS covers workers on farms, greenhouses, forest, and nurseries. This flipchart may be used by trainers to deliver pesticide safety training according to the requirements of the U.S. Environmental Protection Agency Worker Protection Standard for agricultural pesticides, revised in 2015.

WHO IS THIS TRAINING FOR?
WPS requires safety training for all agricultural workers who work in areas where pesticides have been applied. This training is for workers who have jobs like harvesting, weeding and/or watering. Important! This WPS training does not meet the requirement for pesticide handlers who have jobs like mixing, loading, applying or assisting with the application of agricultural pesticides.

When must workers be trained?
After January 2, 2017 agricultural workers must receive the WPS training before they enter an area where pesticides have been applied or an area that has an REI in place. Agricultural workers must receive the WPS training on an annual basis.

Important! The WPS trainer must provide the agricultural employer with a copy of the training roster that meets the WPS requirements.

Who can deliver WPS training?
To conduct WPS worker-safety training, you must meet at least one of the following criteria:

- Be designated as a trainer of certified applicators, handlers or workers by EPA or the State or Tribal agency responsible for pesticide enforcement,
- Have completed an EPA-approved pesticide safety train-the-trainer program for trainers of workers, or
- Be currently certified as an applicator of restricted use pesticides in accordance with 40 CFR Part 171.

[NOTE: After January 2, 2017, persons who have only been trained as WPS pesticide handlers will no longer be qualified to train workers under the revised WPS.]

If you do not meet any of these criteria, you may NOT deliver training that meets WPS requirements. You will need to find someone who meets one of these criteria to present the training so that WPS requirements may be met.

What are the main goals of the WPS training?
The most important goal for your training is to help workers stay safe and healthy around pesticides. Another goal is to provide training that complies with the WPS and any local requirements for worker safety training.

After training with the flipchart, workers should be able to help protect themselves by knowing:

- How to prevent exposure to pesticides
- What to do if they are exposed to a pesticide
- Where to get information about pesticides and emergency health facilities
- What employers must do to help protect workers from pesticides used at work

Using your flipchart
Here are some tips on how to use the flipchart in a more efficient way:

- Place equipment stands, flipcharts, and any other training tools off to one side, not between you and the participants.
- Avoid speaking to a chalkboard or flipchart while you are writing information on them. When you face the participants, they can hear you better and you create a friendlier training atmosphere.
- Know the information included in the script so you can speak to the group instead of reading the text directly from the flipchart.
- Maintain eye contact with the participants so you do not give the impression that you are just reading to them.

Help participants to feel comfortable
- Participants should be seated in a quiet, comfortable place during your training.
- If outdoors, the training area should be shaded from the sun, protected from the wind, and not too warm or too cool. It is not fair to ask tired people to stand in hot or noisy places for your training.
- Arrange in advance to provide seats - even upside-down buckets will do.
- Turn off noisy fans or equipment in the area before starting.

Training language
- If you speak English and the participants do not, you must also arrange for an interpreter. You may need to rely on other employees who are bilingual, professional interpreters, or bilingual community members who may volunteer to do it.
- Other possible interpreters are bilingual individuals at community-based organizations. You could call other employers, the Farm Bureau, the local Cooperative Extension office, farmworker association, or other local agricultural associations and ask them for a referral to an interpreter.
- It is important that the interpreter has a clear understanding of pesticide terminology beforehand. You can help by providing the interpreter with a copy of the training materials you plan to use in both English and Spanish, and discussing these with him or her.

Take into consideration: It is possible that some individuals are able to speak English but not read it. Others may understand it but may not be comfortable speaking it, so your training may need to be conducted in the native language of the participants.
1. The responsibility of agricultural employers to provide workers and handlers with information and protections designed to reduce work-related pesticide exposures and illnesses. This includes ensuring workers and handlers have been trained on pesticide safety, providing pesticide safety and application and hazard information, decontamination supplies and emergency medical assistance, and notifying workers of restrictions during applications and on entering pesticide treated areas. A worker or handler may designate in writing a representative to request access to pesticide application and hazard information.

2. How to recognize and understand the meaning of the posted warning signs used for notifying workers of restrictions on entering pesticide treated areas on the establishment.

3. How to follow directions and/or signs about keeping out of pesticide treated areas subject to a restricted-entry interval and application exclusion zones.

4. Where and in what forms pesticides may be encountered during work activities, and potential sources of pesticide exposure on the agricultural establishment. This includes exposure to pesticide residues that may be on or in plants, soil, tractors, application and chemigation equipment, or used personal protective equipment, and that pesticides may drift through the air from nearby applications or be in irrigation water.

5. Potential hazards from toxicity and exposure that pesticides present to workers and their families, including acute and chronic effects, delayed effects, and sensitization.

6. Routes through which pesticides can enter the body.

7. Signs and symptoms of common types of pesticide poisoning.

8. Emergency first aid for pesticide injuries or poisonings.

9. Routine and emergency decontamination procedures, including emergency eye flushing techniques, and if pesticides are spilled or sprayed on the body to use decontamination supplies to wash immediately or rinse off in the nearest clean water, including springs, streams, lakes or other sources if more readily available than decontamination supplies, and as soon as possible, wash or shower with soap and water, shampoo hair, and change into clean clothes.

10. How and when to obtain emergency medical care.

11. When working in pesticide treated areas, wear work clothing that protects the body from pesticide residues and wash hands before eating, drinking, using chewing gum or tobacco, or using the toilet.

12. Wash or shower with soap and water, shampoo hair, and change into clean clothes as soon as possible after working in pesticide treated areas.

13. Potential hazards from pesticide residues on clothing.

14. Wash work clothes before wearing them again and wash them separately from other clothes.

15. Do not take pesticides or pesticide containers used at work to your home.

16. Safety data sheets provide hazard, emergency medical treatment and other information about the pesticides used on the establishment they may come in contact with. The responsibility of agricultural employers to do all of the following:
   - Display safety data sheets for all pesticides used on the establishment.
   - Provide workers and handlers information about the location of the safety data sheets on the establishment.
   - Provide workers and handlers unimpeded access to safety data sheets during normal work hours.

17. The rule prohibits agricultural employers from allowing or directing any worker to mix, load or apply pesticides or assist in the application of pesticides unless the worker has been trained as a handler.

18. The responsibility of agricultural employers to provide specific information to workers before directing them to perform early-entry activities. Workers must be at least 18 years old to perform early-entry activities.

19. Potential hazards to children and pregnant women from pesticide exposure.

20. Keep children and nonworking family members away from pesticide treated areas.

21. After working in pesticide treated areas, remove work boots or shoes before entering your home, and remove work clothes and wash or shower before physical contact with children or family members.

22. How to report suspected pesticide use violations to the State or Tribal agency responsible for pesticide enforcement.

23. The rule prohibits agricultural employers from intimidating, threatening, coercing, or discriminating against any worker or handler for complying with or attempting to comply with the requirements of this rule, or because the worker or handler provided, caused to be provided or is about to provide information to the employer or the EPA or its agents regarding conduct that the employee reasonably believes violates this part, and/or made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing concerning compliance with this rule.
• When training, hold the flipchart so everyone in the group can see the picture.
• For each picture, the information that you will read is on the page facing you, the trainer.
• The sections highlighted in yellow suggest a very important point to discuss with participants.
• Indicates that you should ask this question to participants.
• Suggests an activity or demonstration that a trainer can incorporate in their training.

**Putting germ juice on fake fruit and have participants reveal “residues” with black light**

**PAGE 4:** Discretely sprinkle ‘germ juice’ on fake fruit. Ask for volunteers to choose their favorite fruit and make sure they handle it. After turning out the lights, ask for another participant to use the black light to go over the fruit and participants’ hands. Ask participants what they notice. Emphasize the point by wiping your forehead as if you were wiping sweat away while working, and go over the ‘contaminated’ spot with the black light. Remind participants the forehead is one of the most absorbent points for pesticides to enter the body. You can also do this at the very end of the presentation, slowly ‘contaminating’ different things during the presentation, such as the rosters.

**Putting baby powder on a fake grape vine and shake “residues” off onto participant**

**PAGE 4:** Hold up a fake grape vine or other leafy produce. Ask for a volunteer to stand underneath the grape vine. Put baby powder all over the grape vine, and ask the participant to pretend to be picking the fruit. As she/he picks, shake the vine to ensure the baby powder falls onto him/her. Ask participants where the volunteer was contaminated. Emphasize that the skin is the most frequent point of exposure and ask how such contamination could be avoided.

**Skit with another trainer demonstrating appropriate clothing**

**PAGE 14:** With another trainer, come up with an impromptu (or rehearsed) skit to demonstrate appropriate and inappropriate clothing and how to use appropriate clothing to protect workers from pesticide exposure. You can also elicit the help of a volunteer “actor.” One character should be wearing shorts, flip-flops, and a tank-top “because of the heat.” The other should be dressed in long sleeves, long pants, a hat, a bandana, boots, socks, and possibly gloves. The “lesser-dressed” character should make fun of the other for wearing so much clothing, but changes his/her mind as the “appropriately-dressed” character explains the importance of protecting one’s self from pesticides. Modify this scenario as appropriate.

**Removing work shirt that has been contaminated with pesticides**

**PAGE 18:** Have a volunteer put on a long-sleeved, button-up shirt with buttoned sleeves. Sprinkle baby powder on one sleeve to demonstrate contamination with pesticides. Ask the participants and the volunteer what they would do in this situation. The volunteer should remove the shirt by slipping out of the uncontaminated sleeve first, turning the contaminated sleeve inside out without touching the “pesticides”, and dropping the shirt onto the floor or in a bag (see photo on next page). Emphasize this shirt should be thrown away and not used again.

**Demonstrate eye-washing technique with a piece of rubber hose**

**PAGE 20:** Ask participants to demonstrate the proper way to lean your head to wash pesticides from a contaminated left eye (or vice versa). Emphasize leaning your head to the side of the contaminated eye so the pesticides do not run into the other eye as you rinse it. Ask how long you should run water over a contaminated area of skin or eye to remove the residues (15 minutes).

**Warning Sign**

**PAGE 30:** Show workers a Do Not Enter/ Keep Out sign to reinforce the importance of staying out of an area where pesticides have been applied. (See photo on right).

**Decontamination supplies; demonstrating hand-washing with a song**

**PAGE 16 (SUGGESTED):** After explaining the importance of hand-washing for decontamination, ask for someone to tell you where hand soap, water, and disposable towels are available at that particular farm. Add some humor by singing a fast-paced, ‘hand washing song’ (from a Ranchera to a pop song, etc.) while mock washing your hands with soap and water for 15-20 seconds, which is the recommended amount of time for decontamination, with the participants counting the time it takes. Play around with the idea of recommending they sing the song in their head or out loud. Note: using humor helps everyone relax and helps trainer to build a rapport with workers.

**Using a fan to demonstrate drift**

Use a spray bottle to spray a fan while it is turned on at different speeds. Play with the participants by turning the fan towards them. Describe how wind can carry pesticides from their target to other places, and how weather can affect how strongly we sense pesticides.
DURING YOUR TRAINING...

While you are providing WPS training you need to consider all factors that might affect your training positively or negatively. Below you will find several factors to consider.

Your Attitude is Important

Your positive attitude and enthusiasm towards training is critical.

If you are not particularly interested in doing the training, the participants will notice, and this will influence their attitudes toward the training. During the training, move around to keep yourself and the participants alert, however not so much as to distract from the training. Use interactive training methods and involve everyone - this makes the training more stimulating for them and for you too.

Respect Individuals

If someone asks a question, answer it seriously, even if you covered that information earlier.

- Never make the person seem foolish for asking a question.
- Never become defensive about questions or statements from participants. Be honest if you do not know the answer, but offer to find out the information and get back to the person asking the question.
- Never interrupt a speaker unless it is clear they are speaking for too long and getting off the topic. Be careful not to allow one person to dominate the conversation.
- Never allow one participant to demean another. People will appreciate you for being polite and will feel more comfortable participating in the training.

Educate - Do Not Advocate

Remember, it is your job to train these individuals, not to be an advocate for them, for the agricultural community, or for any other cause. Remain neutral and avoid expressing personal opinions you may have. If participants have concerns about their workplace conditions or their employer’s compliance with the provisions of the WPS, refer them to their employers or to regulatory agencies as appropriate. Explain that the purpose of your training is to provide them with information on how to protect themselves from exposure to pesticide residues in the workplace.

Challenges when Conducting Training

Sometimes even the best trainers encounter obstacles that make training a challenge. You need to be able to anticipate these challenges and be prepared to deal with them effectively. For example, you may find that regulations do not always reflect real world situations.

Regulations may sometimes require you to tell participants to do things that are simply not possible for them to do.

Also, your training sites may be less-than-perfect. The background noise level may make it hard to hear, and unavoidable interruptions may disrupt the flow of your presentation and distract the participants.

Finally, some of the participants in the group may have personal traits that are disruptive. Trainers quickly discover that they must know how to work with many different kinds of personalities.

As a result, it is a good idea to have practiced these scenarios and to have some effective ways of dealing prior to encountering them in a training.

Physical Obstacles to Effective Training

There may be physical or time-related problems that make effective training difficult or limit the types of training techniques you can use.

Some obstacles can be the amount of time you have available to train or even background noise or activity distracting participants. In either case, if possible we suggest moving to another location or rescheduling the training for a time when there are fewer distractions.

SUGGESTIONS FOR OVERCOMING FEAR OF SPEAKING IN FRONT OF A GROUP

Everyone has felt some fear when speaking in public at least once in their life time. However you can overcome this fear overtime.

Here are some tips to help you overcome those fears:

- Know the material well—become an expert
- Practice, practice, practice
- Use the introduction as a way to warm up
- Involve the audience and get them to participate
- Use the participants’ names when possible
- Make eye contact; the audience isn’t as scary as you think!
- Practice responding to tough questions
- Check your props and materials in advance
- Imagine yourself as the best trainer in the world!
- Follow your outline
- Teach the material but use your own ideas and experiences
- Reward yourself at the end!

Public Speaking Techniques

Part of your ability to be a good trainer is dependent upon your public speaking technique. Here are some points to consider:

- Speak loudly and clearly. Nothing is worse than not being able to hear the trainer
- Interact with your audience. Don’t stand too far away or it will seem like you are afraid of the trainees
- Project a positive, friendly attitude. Smile and make small talk with the workers before training begins to set a positive tone
- Use stories and visuals to supplement your material
- Try to anticipate people’s questions and concerns. Be prepared for questions.
TRAINING ENVIRONMENT

There are several environmental factors that can make a training more productive and effective; start by engaging all participants.

SEATING

Having participants sit in a specific format will allow you to have more control of the group. If participants are standing or lying down, they might get distracted thinking about their discomfort.

Effective Seating Ideas

Trainer can move around the room and maintain control and visual contact with participants.

AVOID.... Having participants stand for a long period of time, or lying on the floor.

ENVIRONMENT

Be aware of your environment. Sometimes you will have to deal with a lot of noise, wind and many other distractions in your training area.

- Make sure to speak loud and clear and make sure that each participant can hear you.
- If there are children crying, you might want to have a separate area for them to be calmed.
- If there is a lot of noise or wind, you can use a portable microphone (cost range between $25-$50).
- People can only learn in an environment that is conducive to learning. This can be challenging since you will have limited control over where you can hold your session.
- Make your trainings the best they can be by limiting the number of people in a training session to 20-30 attendees at most.
- Arrive early to set-up, and make sure everyone can sit in a cool, shady, quiet space.