

Safety and Risk Management Training for 4-H Project Leaders

Goal - Project Leaders should be able to:

1. Identify hazards and associated risk levels for a project activity,
2. Understand and follow 4-H YDP policies, procedures, and safety guidelines,
3. Consider measures to prevent or minimize risk,
4. Plan for response to an incident.

Training/Reference Materials:

Project Safety – Risk Management Plan (fill-in form attached)

Project Safety – Risk Management Plan (sample forms attached)

Clover Safe Notes (<http://ucanr.edu/cloversafe>)

Trainer Background Information:

- Understand why it's important for Project Leaders to develop safety plans.
- Review background information on types of risk associated with the activities to be performed.
- Emphasize there are different risks depending on the project and situation, and different ways to manage them.
- Understand the difference between identifying and managing risks (Prevention) and an emergency plan (Emergency Response).
- Review University policy that pertains to safety and risk management.

Definitions:

A hazard is something with a potential to cause harm

A risk is the likelihood of harm occurring

Safety is managing risk to reduce the likelihood and/or severity of the harm

For a specific project or activity, Project Leaders should consider:

Working in like-project groups, ask volunteers to do a simple risk assessment for their project area.

- What are the inherent hazards?
 - Environmental conditions (weather, location, facility, etc.)
 - Tools, equipment, animals
 - Materials or chemicals used,
 - Educational, maturity, and skill levels of participants
- What types of incidents (adverse consequences) may occur?
 - Physical injury
 - Illness
 - Emotional distress
 - Property damage
 - Lost child

Safety and Risk Management Training for 4-H Project Leaders

- What is the likelihood of the hazard causing harm?
 - Anything can happen, but let's focus on significant hazards that are most likely to occur and cause harm.

Invite volunteers to list ways they might reduce these risks. Some things they might consider:

- How can you prevent incidents?
 - Conduct safety training to address identified hazards.
 - Implement safety protocols and controls on activity (who may participate, what they are allowed to do, etc.).
 - Assure safety guards and shields are in place and functional for equipment or activity (engineering controls).
 - Require the use of appropriate protective gear (helmet, gloves, eyewear, etc.).
 - Establish buddy system and rules for field trips.

Discuss the need for emergency procedures and plan. As a group, ask participants to brainstorm what should be included in the emergency plan.

- What do you do if injury or incident occurs?
 - Initiate emergency procedures, including evacuation or cessation of project/activity
 - Apply primary first aid, if necessary
 - Call 911
 - Provide notifications (parent, 4-H staff, etc.). Note policy for having medical forms and contact information on hand.
 - Compile incident report

**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



Emergency Response Measures	See Clover Safe Note #13
Emergency Contacts	
911 or local dispatch line:	911
Location of Medical Release forms and emergency contact information for all project participants:	
Project address and location information (so you can give directions to emergency responders):	
Name and location of nearest medical facility:	
Other Emergency Response Measures	
Please complete an Incident Report and submit to UCCE County Office within 48 hours.	Incident Report form is available at: http://ucanr.org/incidentreport

For more information on assessing potential risks and identifying mitigation measures, see the 4-H Safety Manual at: <http://ucanr.org/4hsafetymanual> and Clover Safe notes at: <http://ucanr.org/cloversafe>

**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



4-H Project or Activity:	Cooking/Food Preparation		
County:		4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Cuts	Training. Supervision. Knife safety. Keep knives sharp. Use knives only for intended purpose. Cut away from body and limbs. Never attempt to catch a dropped knife. Pass knives with handle first. Review Clover Safe Note #20 (Knife Safety)
Burns	Training. Supervision. Keep hot objects away from edge of counter. Use pot holder or oven mitt to handle hot objects. Discuss first aid response. Review Clover Safe #36 (Kitchen Safety) with participants.
Fire	Training. Supervision. Have fire extinguisher present. Keep combustible materials away from heat source. Review Clover Safe #36 (Kitchen Safety) with participants. Review Safety Note #50 (Fire Extinguishers).
Slip/Fall injuries	Training. Clean up spills promptly. Use slip-resistant floor mats. Review Clover Safe #36 (Kitchen Safety).
Food Illness	Training for food preparers. Practice good hygiene. Avoid cross-contamination. Sanitize cutting boards and work surfaces. Monitor temperatures. Refrigerate leftovers promptly. Review Make it Safe, Keep it Safe Brochure. Review Clover Safe #36, 55, and 92.
Allergic reaction to food products	<u>Members with allergies:</u> avoid contact with allergens, have parent present, review ingredient lists prior to meeting to avoid allergens, use gloves and separate utensils as necessary. <u>Leaders:</u> review medical forms prior to project to identify potential health/allergy concerns in youth participants. Review Clover Safe Note #86 with all participants.
Choking	First Aid training. Know abdominal thrust method (aka "Heimlich maneuver"). Review Clover Safe #62 (First Aid).
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Click here to enter text.	Click here to enter text.

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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



Emergency Response Measures	See Clover Safe Notes #13, 62
Emergency Contacts	
911 or local dispatch line:	911
Location of Medical Release forms and emergency contact information for all project participants:	
Project address and location information (so you can give directions to emergency responders):	
Name and location of nearest medical facility:	
Other Emergency Response Measures	Click here to enter text.
First Aid supplies and training	Review Clover Safe Note #62 (First Aid Awareness)
Epipen	Click here to enter text.
Click here to enter text.	Click here to enter text.
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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



4-H Project or Activity:	Crafts		
County:	Click here to enter text.	4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Cuts/Abrasions/Punctures	Training. Supervision. Review safe practices for use of knives, scissors, hand tools, etc. Use any hand tools only for their intended purpose. Cut away from the body and hands. Avoid awkward postures. Review Clover Safe Note #18, 39 and #90.
Burns	Training. Supervision. Inspect equipment for damage. Keep heat sources away from skin. Place a glue gun or soldering iron in a stand when not using. Review Clover Safe Note #56 and #89.
Eye injury	Training. Supervision. Wear protective glasses or goggles when there is the possibility of materials getting into the eyes. Review Clover Safe Note #39 and #56.
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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



Emergency Response Measures	Review Clover Safe Note #13.
Emergency Contacts	
911 or local dispatch line:	911
Location of Medical Release forms and emergency contact information for all project participants:	In binder kept at the location of project activity.
Project address and location information (so you can give directions to emergency responders):	Click here to enter text.
Name and location of nearest medical facility:	Click here to enter text.
Other Emergency Response Measures	Click here to enter text.
First Aid supplies and training	Review Clover Safe Note #62.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



4-H Project or Activity:	Using a drill press.		
County:	Click here to enter text.	4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Eye injuries	Training. Use eye protection. Review Clover Safe Note #49.
Cuts	Training. Keep hands and fingers at least two inches from rotating drill bits. Make all drill press adjustments with the power shut off. Turn the drill press off before looking up or away from the work piece being drilled.
Electrical shock	Training. Prior to use, inspect the drill press electrical plug and cord for damage. Remove drill press from use if the electrical plug or cord is damaged.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Emergency Response Measures	
Emergency Response Measures	Review Clover Safe Note #13.
Emergency Contacts	
911 or local dispatch line:	911
Location of Medical Release forms and emergency contact information for all project participants:	In binder kept at the location of project activity.
Project address and location information (so you can give directions to emergency responders):	Click here to enter text.
Name and location of nearest medical facility:	Click here to enter text.
Other Emergency Response Measures	Click here to enter text.
First Aid supplies and training	Review Clover Safe Note #62.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



4-H Project or Activity:	Nature Hike		
County:	Click here to enter text.	4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Lost Camper	Supervision. Keep frequent head count. Know your route. Instruct campers to stay with group. Review Clover Safe Note #21 (Hiking Safety).
Slip/Trip/Fall	Training. Supervision. Wear appropriate shoes. Stay on trails. Watch your step. Avoid climbing over obstacles. Avoid rockslides. Review Clover Safe Note #21 (Hiking Safety).
Insect bites/Stings	Use insect repellent. Wear long sleeves/pants. Leaders should know allergies for hikers/campers. Review Clover Safe Note #21 (Hiking Safety) and #25 (Biting and Stinging Insects).
Weather	Supervision. Be aware of weather conditions and potential for changing weather. Do not start hike if lightning storms are anticipated. Review Clover Safe Note #21 (Hiking Safety) and #35 (Thunderstorm Safety).
Animals	Supervision. Training. Be aware of potential animal encounters. Look out for snakes on trail or when taking a rest break. Review Clover Safe Note #21 (Hiking Safety) and #51 (Poisonous Snakebites).
Poisonous Plants	Supervision. Training. Be aware of potential plants that may be encountered. Look out for poison oak on trail, warn hikers when poisonous plants may be present. Review Clover Safe Note #26 (Toxic Plants).
Heat Illness	Supervision. Training. Consider weather conditions before starting hike. Know symptoms of heat illness. Drink ample water. Take frequent rest breaks in heat conditions. Review Clover Safe Note #19 (Heat Illness).
Sunburn	Supervision. Training. Ensure hikers wear appropriate clothing, hat, etc. Use sunscreen. Review Clover Safe Note #21 (Hiking Safety).
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Click here to enter text.	Click here to enter text.

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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



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Emergency Response Measures	Review Clover Safe Note #13.
Emergency Contacts	
911 or local dispatch line:	911
Location of Medical Release forms and emergency contact information for all project participants:	In binder kept at the location of project activity.
Project address and location information (so you can give directions to emergency responders):	Click here to enter text.
Name and location of nearest medical facility:	Click here to enter text.
Other Emergency Response Measures	Click here to enter text.
First Aid supplies and training	Review Clover Safe Note #62.
Click here to enter text.	Click here to enter text.
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**California 4-H Youth Development Program
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4-H Project or Activity:	Sheep Handling		
County:	Click here to enter text.	4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Startled sheep	Training. Startled sheep may bump into, trample, or knock down handlers. To avoid startling sheep, approach sheep slowly and calmly within their field of vision. Speak in a quiet and deliberate manner in order to keep sheep calm. Review Clover Safe Note #32.
Interacting with rams	Training. Rams can be aggressive and should not be trusted – especially in the breeding season. Never turn your back on a ram.
Interacting with lambs and their mothers	Training. Lambs need to have free access to their mothers.
Hygiene	Training. Always wash your hands with soap and water after touching sheep or other animals.
Appropriate clothing and safety equipment	Training. When working with sheep, wear appropriate clothing such as closed-toed shoes, long pants, and a shirt. If sheep movement is causing airborne dust in the work area, use a dust mask.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

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Emergency Contacts	
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Project address and location information (so you can give directions to emergency responders):	Click here to enter text.
Name and location of nearest medical facility:	Click here to enter text.
Other Emergency Response Measures	Click here to enter text.
First Aid supplies and training	Review Clover Safe Note #62.
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**California 4-H Youth Development Program
Project Safety/Risk Management Plan**



4-H Project or Activity:	Water Sports		
County:	Click here to enter text.	4-H Club:	Click here to enter text.
Leader Completing Plan:	Click here to enter text.	Date:	Click here to enter text.

Project Risk Assessment	
List the risks associated with this project. <i>(consider potential injuries or illnesses, etc.):</i>	List the steps taken to mitigate the risks. <i>(such as training, equipment, safety rules, etc.)</i>
Capsize boat	Training. Supervision. Use life vests in any water craft. Review Clover Safe Note #46 and 4-H Water Safety Guidelines.
Drowning	Training. Supervision (1 adult supervisor for every 5 youth swimmers and 1 certified lifeguard for every 25 swimmers). Never swim alone. Assess swimmers abilities. Review Clover Safe Note #60 and 4-H Water Safety Guidelines.
Weather	Training. Supervision. Leave the water when thunder or lightning storm approaches. Review Clover Safe Note #60 and 4-H Water Safety Guidelines.
Physical Injuries	Training. Supervision. Be aware of underwater hazards, obstructions, currents, etc. No horseplay while poolside. Review Clover Safe Note #60 and 4-H Water Safety Guidelines.
Electrocution	Training. Supervision. No electrical appliances or cords allowed near the pool. Review Clover Safe Note #60 and 4-H Water Safety Guidelines.
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