

Safety and Health Investment Projects FINAL REPORT REQUIREMENTS

The purpose of the final report of your SHIP project is to:

1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and
2. Provide the Division of Occupational Safety and Health with information that shows:
 - a. The outcomes specified in the project application were met; and
 - b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
 - c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:

1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.

SAFETY AND HEALTH INVESTMENT PROJECTS FINAL REPORT

Ag Employee Safety orientation Training Video in English, Spanish and Mixtec

2013XB00226

May 28, 2013 – June 16, 2015

Contact Person: Michael Gempler

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Washington Growers League

6-30-15

Micghael Gempler



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

Washington Growers League is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

PART I

Narrative Report

Organization Profile:

For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose for each of the organizations who applied (this includes partners and collaborators) for the grant.

The Washington Growers League (WGL) is a voluntary membership, non-profit association of growers of labor-intensive crops in Washington State that provides services, advocacy and information to its member growers exclusively in the area of labor and employment. WGL promotes labor management best practices, workplace safety, good labor relations and professionalism in human resource management in the agricultural workplace. To achieve those goals; WGL provides labor and employment law compliance assistance and information and education; safety compliance information and education; advocacy at the state and federal levels; and develops, owns and operates seasonal farmworker housing.

Abstract:

Present a short overview of the nature and scope of the project and major findings (less than half a page).

- The Washington state agricultural industry has many labor-intensive crops and is the fourth largest agricultural employer in the country.
- Much of the employment in Washington state agriculture is highly seasonal and is of short duration. Agricultural employees typically work for more than one employer during a season. These conditions lead to repeated and almost constant hiring transactions during the course of a season for an employer. Each and every time an employer hires a person, the employer must give an orientation on safety policies, rules and information. The orientation contains dozens of topics and points and takes at least a half-hour when company-specific information is given. Almost none of the personnel on farms who are given the responsibility for employee orientation have experience as a trainer or teacher, and all of them have multiple competing work responsibilities at the time an orientation is necessary. A video that covers the majority of required information in a professional manner is a tool that all agricultural employers statewide can use to ensure that an orientation that addresses all required information in an adequate manner is performed at the time of each hiring.
- This project demonstrated that a large part of the orientation process, including basic food safety for fieldworkers, can be done by video. The video frees up the employer or supervisor to focus training time on conveying the worksite-specific information in a way that fits with the high time demands right after hiring on a harvest morning.

Purpose of Project:

Describe what the project was intended to accomplish.

- The objective of the project was to produce and distribute a video that a broad group of Washington state agricultural employers could use for employee safety orientation every time they hire. The video had to be as short as possible and still provide complete information to employees on all required safety topics that apply to all employees. The only safety topic that applies to all agricultural employees that was not fully addressed in the video was the Worker Protection Standards, which are best addressed by a separate video due to the length and complexity of the WPS requirements.

Statement and Evidence of the Results:

Provide a clear statement of the results of the project include major findings and outcomes and provide evidence of how well the results met or fulfilled the intended objectives of the project.

- The objective of the project was met. A video in English, Spanish and two dialects of Mixtec was produced and distributed widely to Washington State agricultural employers. The video is visually of high quality and has been received broad acceptance and good reviews within the industry as relevant and approachable due to the scene selection, acting and interpretation. The video remains available online for download by the general public.

Measures to Judge Success:

If relevant, state what measures or procedures were taken to judge whether/ how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

Multiple levels of checks were performed to ensure that all required points of safety information were included in the video. The video script and shot list were reviewed by WGL staff, safety committee members , a food safety expert and L&I safety experts. Shots and scenes were reviewed for relevance and accuracy by the same personnel.

Relevant Processes and Lessons Learned:

Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work

AND

Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

- Parties interested in replicating or expanding on this video would need to pay very close attention that they are presenting information that accurately reflects relevant regulations. This requires many checks and rechecks and crosschecking with relevant authorities and experts in order to make sure that the most widely accepted interpretation is represented in the video on each and every technical point.
- I would also recommend having a generous budget for video editing and an assumption that there will be a need for some re-shooting. This is how the fine-tuning is done and high quality achieved. WGL went over budget in video editing, and production management. We are forced to modify the budget and to pay out of pocket. However, the additional work in these areas was necessary to produce a video of the quality that we deemed necessary for the farmworkers and growers in Washington State.

Product Dissemination:

Outline of how the products of the project have been shared or made transferrable.

Over 400 videos were mailed directly to WGL grower-members. Boxes of DVD's were shipped to the Washington Association of Wine Grape Growers, Washington Red Raspberry Commission, Washington Blueberry Commission, Washington Asparagus Commission and Washington State Tree Fruit Association in quantities sufficient to supply all of their members. The video is available for download in all 4 languages in the public section of the WGL website.

Feedback:

Provide feedback from participants, trainees, individuals who have used your products/processes, as well as any reports from an independent evaluator on the project.

Agricultural employers who have used the video have given positive reviews. There have been no complaints or criticisms even with the broad distribution. Employers report that their employees have responded positively to the video.

Project's Promotion of Prevention:

Explain how the results or outcomes of this project promote the prevention of workplace injuries, illnesses, and fatalities?

- Broad use of this video on a regular basis will upgrade the safety information that employees receive on Washington state farms. The repeated viewing of this video will solidify the basic safety information and procedure in the minds of agricultural employees and supervisors in Washington state. The improved awareness of safety procedure should contribute to safer behavior, greater compliance with safety rules and ultimately, fewer injuries and illnesses on Washington state farms.

Uses:

How might the products of your project be used within the target industry at the end of your project?

Is there potential for the product of the project to be used in other industries or with different target audiences?

The video may be used in any agricultural workplace anytime a person is hired at a Washington state farm to meet the requirements of DOSH safety regulations on employee safety information. This video is specific to agriculture and is not applicable to workplaces in other industries.

Additional Information

Project Type <input type="checkbox"/> Best Practice <input type="checkbox"/> Technical Innovation <input checked="" type="checkbox"/> Training and Education Development <input type="checkbox"/> Event <input type="checkbox"/> Intervention <input type="checkbox"/> Research <input type="checkbox"/> Return to Work <input type="checkbox"/> Other (Explain):	Industry Classification (check industry(s) this project reached directly) <input checked="" type="checkbox"/> 11 Agriculture, Forestry, Fishing and Hunting <input type="checkbox"/> 21 Mining <input type="checkbox"/> 22 Utilities <input type="checkbox"/> 23 Construction <input type="checkbox"/> 31-33 Manufacturing <input type="checkbox"/> 42 Wholesale Trade <input type="checkbox"/> 44-45 Retail Trade <input type="checkbox"/> 48-49 Transportation and Warehousing <input type="checkbox"/> 51 Information <input type="checkbox"/> 52 Finance and Insurance <input type="checkbox"/> 53 Real Estate and Rental and Leasing <input type="checkbox"/> 54 Professional, Scientific, and Technical Services <input type="checkbox"/> 55 Management of Companies and Enterprises <input type="checkbox"/> 56 Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> 61 Educational Services <input type="checkbox"/> 62 Health Care and Social Assistance <input type="checkbox"/> 71 Arts, Entertainment, and Recreation <input type="checkbox"/> 72 Accommodation and Food Services <input type="checkbox"/> 81 Other Services (except Public Administration) <input type="checkbox"/> 92 Public Administration
Target Audience: Agricultural employees on Washington state farms	
Languages: English, Spanish, Mixteco alto, Mixteco Bajo	
Please provide the following information - - <i>(information may not apply to all projects)</i>	
# classes/events:	N/A
# hours trained	N/A
# students under 18	N/A
# workers	N/A
# companies represented	Approximately 2,500
# reached (if awareness activities)	Approx 50,000
Total reached	Approximately 50,000 employees
Have there been requests for project products from external sources? yes <i>If Yes, please indicate sources of requests:</i> Individual growers who read about the availability of the video in various association newsletters.	

List, by number above, industries that project products could potentially be applied to.
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Potential impact (in number of persons or companies) after life of project?
100,000 + in the Washington state agricultural workforce

PART II

Financial Information Budget Summary

Ag Employee Safety orientation Training Video in English, Spanish and Mixtec

Project Title:

2013XB00226

Project #:

Report Date: 6-30-15

Contact Person: Michael Gempler

Contact #: 509-575-6315

Start Date: 5-28-13

Completion Date: 6-16-15

1.	Total original budget for the project	\$ <u>77,249</u>
2.	Total original SHIP Grant Award	\$ <u>77,249</u>
3.	Total of SHIP Funds Used	\$ <u>77,249</u>
4.	Budget Modifications (= or - if applicable)	\$ <u>0</u>
5.	Total In-kind contributions	\$ <u>4,402.38</u>
6.	Total Expenditures (lines 3+4+5)	\$ <u>81,651.38</u>

Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Grant Manager Name, SHIP Grant Manager at PO Box 44612, Olympia, WA 98504-4612**

PART II (Continued)

Financial Information

Supplemental Schedules (Budget)

Project Title: Project #: Contact Person: Total Awarded:	Report Date: Contact #:
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ITEMIZED BUDGET: How were SHIP award funds used to achieve the purpose of your project?

	Budgeted for Project	Amount Paid Out	Difference
A. PERSONNEL	26,620.75	26,620.75	0
Explanation for Difference and other relevant information: 2 previous budget modifications			

	Budgeted for Project	Amount Paid Out	Difference
B. SUBCONTRACTOR	44,769.11	47,671.49	2902.38
Explanation for Difference and other relevant information: 2 previous budget modifications. WGL paid in-kind cash over the budgeted amount in order to meet filming and editing needs.			

	Budgeted for Project	Amount Paid Out	Difference
C. TRAVEL	2,348.02	2,348.02	0
Explanation for Difference and other relevant information: 1 previous budget modification			

	Budgeted for Project	Amount Paid Out	Difference
D. SUPPLIES	0	0	0
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
E. PUBLICATIONS	3,511.12	3,511.12	0
Explanation for Difference and other relevant information: 1 previous budget modification			

	Budgeted for Project	Amount Paid Out	Difference
F. OTHER	0	0	0
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
TOTAL DIRECT COSTS	\$77,249.00	\$80,151.38	\$2,902.38
	Budgeted for Project	Amount Paid Out	Difference
TOTAL INDIRECT COSTS	0	0	0
	Budgeted for Project	Amount Paid Out	Difference
TOTAL SHIP BUDGET	\$77,249	\$80,151.38	\$2,902.38

	Budgeted for Project	Amount Paid Out	Difference
G. IN-KIND	\$1,500	\$4,402.38	\$2,902.38

Explanation for Difference and other relevant information: Additional in-kind cash payments by WGL to meet additional expense of unprojected filming and editing needs.

I hereby certify that the expenditures listed on this report were made with my approval:


Signature of Project Manager

8-8-2015

Date

Signature of Project Manager

PART III

Attachments:

Provide resources such as written material, training packages, or video/ audio tapes, curriculum information, etc. produced under the grant.

Also include copies of publications, news releases, curriculum, posters, brochures, etc.

The above information should also be provided on a CD or DVD for inclusion in the file.

- DVD: must be in an MP4 format
Other video files must be provided in uncompressed source files.
- Publications:
PDF of publication should be provided. SHIP also needs the original publishing documents (design documents), .eps, and .psd (if any illustrations/graphics are used)

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