

# Appendix XII: Spillman Farm Rules, Regulations & Responsibilities

Department Safety Program, Crop and Soil Sciences, Washington State University

## **General**

1. The safety of ALL visitors and workers to the farm must be paramount.
2. All employees MUST have Worker Protection Standard (WPS) training, Dept. CSS General Safety Orientation and Field Safety Orientation &/or Farm Safety Orientation.
3. Use of all chemicals must be in accordance with Worker Protection Standard Laws, Pesticide User Laws and in accordance with chemical label. See Standard Operating Procedure for chemical use at Farm. See Farm Manager if you have questions.
4. Aerial spraying must be approved by the farm manager and sufficient (and proper) notice, with posting, must be given to other farm users.
5. Maximum speed on the farm is 20 miles per hour.

## **Farm Manager's Responsibilities**

1. Ensure safe operation of the farm to workers and visitors.
2. Activate the caution sign at the farm entrance directing persons to the office window for information regarding chemical sprays and dangers.
3. Create, maintain, and supervise the safety information window at the office door.
4. Be a reliable and cooperative advisor for ensuring compliance with the Worker Protection Standard and Pesticide User Laws. Order WPS verification cards. Keep the mandated WPS safety bulletin board up to date. Verify use of, and maintain, the "Posted Pesticide Application Records" and "Worker Protection Standard (WPS) Training Record".
5. Day to day operation of the farm.
6. Use equipment to fit the job - wise use of small vs. large tillage equipment - one vs. two way plows - large vs. small cultivators.
7. Setting priorities as to when a job is to be done. Checking to see if it is properly done. Research has priority over general farm management.
8. Supervision of other employees covered in the farm budget.

9. Manage land NOT assigned to a research project with regards to:
  - a. Crop rotations;
  - b. Weed control;
  - c. Use best management techniques for summer fallow and green peas rotations;
  - d. Use best conservation practices such as divided slopes, trashy fallow, etc.
10. Notify the faculty scientist or program support scientist when they have a weed problem that needs to be corrected.
11. Keep up-to-date records on all fertilizers, pesticides, herbicides, and other chemicals used on the farm. Notify faculty or support scientist of any restrictions that need to be followed on the farm.
12. Coordinate and notify when spraying will be done on the farm, and post, as required in Section 1 under "General".
13. Keep complete records on all research plot areas relative to crop, chemicals, fertilizer applied, etc. each year.
14. Maintenance and appearance of all farm equipment and buildings.
15. May service research equipment if requested and if time permits.
16. Responsible for storage of all research and farm equipment.

### **Scientists' Responsibilities**

1. Insure that all employees have Worker Protection Standard (WPS) training.
2. All pesticide/chemical use (including storage, measuring, filling, use and rinsing) MUST conform to Worker Protection Standard, Pesticide User Laws, EPA, and the Department of Agriculture Laws.
3. Insure that the safety of other farm users is NOT compromised due to your work.
4. All chemical use MUST be approved by the Farm Manager and recorded on the WPS bulletin board. Notify all Farm users via email at least 24 hr before chemical application. Be sure caution sign at the farm entrance is activated before application.
5. Request land by the required date from Farm Committee Chair.
6. Request rotations to be followed on permanently assigned areas.
7. Request blanket applications of fertilizers.

8. Notify Farm Manager as to any special needs such as: not using some type of spray or equipment on the requested land.
9. Notify Farm Manager (in a timely manner) when you are finished with a plot area.
10. Notify Farm Manager of planting dates so a proper seed bed can be prepared.
11. Responsibility for actions of all employees under their direction.
12. Check with Farm Manager before using any farm equipment or supplies. Scientists are responsible for instructing all of their employees and students in the safe operation of all equipment used.
13. Conform to approved conservation practices - such as divided slopes; plots with a 5% or > slope should not be wider than 120 feet; plant perpendicular to the slope.
14. Maintain all plot land assigned during the growing season:
  - a. Keep plots weed free, including area around plots.
  - b. Keep accurate records on all fertilizer, pesticides, herbicides, and other chemicals used on each plot or portion of a plot. Provide records to the Farm Manager.
  - c. Notify and obtain permission from Farm Manager or Farm Committee Chair before applying pesticides, herbicides and other chemicals.
  - d. Follow all safety standards before and when spraying.
  - e. Check with the Farm Manager on the disposal of all excess spray.
15. Request use of shop area and tools from the Farm Manager
  - a. Keep area clean and in a safe condition while using it.
  - b. Return all tools to their proper place after using them.
  - c. Do not remove any tools from the Farm.
  - d. Replace all iron, bolts, and other supplies used in service, repair, or modification of equipment.
16. Disposal of all straw piles created during harvest. We can no longer burn the straw pile. Contact the Farm Manager to determine the current approved method of disposal.
17. Clear use of the irrigation with the Farm Manager. Scientist is responsible for all labor needed to set up the sprinkler system and its operation. Most of the sprinkler pipe and fittings are owned by specific projects so you must clear its use with its owner.
18. Employees are to obey speed limits and drive in a safe manner at all times.