**Sample SOP: On-Farm Illness and Injury**

**Revision: 2.0
Date: 07/16/14**

1—Purpose

Describes what to do when an illness or injury occurs on the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should know what to do when an illness or injury occurs and what recordkeeping needs to be completed. Management needs to know where completed records are to be filed and stored.

4—Materials

* First aid kit
* Water
* Soap
* Single-use paper towels
* Telephone for 9-1-1
* Injury reporting log

5—Procedure

*This procedure must be completed in the event of an illness or injury. Variation in response is directly related to the extent of the injury. In the event of an illness or injury:*

1. Assess the area to make sure it is safe to enter and does not pose an immediate or continuing danger.
2. Determine the extent of the illness or injury. If life-threatening or severe, dial 9-1-1 and wait for emergency personnel while assisting the ill or injured person as best as possible.
3. If injury is a cut or scrape, thoroughly wash the area with soap and water. Apply antibacterial ointment and a bandage. If the cut is on the hands, also wear clean, disposable gloves over the bandages if you are handling fresh produce. If an illness, assist the person as needed. Assess whether they can drive themselves home or if they need transportation to a clinic or hospital.
4. Notify the farm owner or supervisor to make him/her aware of the illness or injury.
5. Check the area where the illness or injury occurred. If blood, vomit, or other bodily fluid is on equipment or a cleanable surface, wash the area with soap and water to remove the bodily fluid then apply a sanitizer.
If any bodily fluid has come into contact with any fresh produce, throw the produce away.

Write down the details on the illness and injury reporting log and submit to management for review, filing, and storage.