



HOW TO PLAN A PROGRAM

Steps for planning the Gear Up for Ag Health and Safety Program™ varies but the basic steps are outlined in this document. (Some steps will be eliminated if this is not your first Gear Up for Ag™ program).

Preliminary Planning for the Gear Up for Ag program

- Review Gear Up for Ag Health and Safety™ [program opportunities](#)
- Determine how much time is available in your class. This will determine which type of program can be offered to your students.
- Determine which existing college course(s) or high school classes would benefit from the program.

Planning

- Evaluate Gear Up Program Levels for length of class and type of personal protective equipment (PPE) startup kit that will work best for students.
- Determine amount of time available in class for lecture, PPE demonstration, PPE Start Up kit distribution and screenings.
- Identify local resources who can be helpful (farm safety and health organizations).
- Participate in a conference call with Ag Health and Safety Alliance (AHSA) to discuss and determine Level choice.
- Provide AHSA with number of students expected in program.
- Determine funding requirements for program and how funds will be obtained.
- Establish Date(s) and time of class(s).

Program Specific Planning

- Continue to collaborate with AHSA Staff to prepare for the program.
 - Provide general overview and input regarding agricultural hazards in your area.
 - Provide overview of existing health and safety instruction in existence at college.
 - Customization of Gear Up for Ag Program specific to your college students.
- Distribute pre-Survey to students by email 2-3 weeks in advance of program.
- Identify needs for training program (room for lecture, adequate space for PPE and room for health screenings, Wi-Fi, sound).

Program Delivery (AHSA Will Perform the Following)

- AHSA will arrive prior to training to set up area and talk with instructor (s).
- Onsite Kahoot survey for engagement and pre-program knowledge.
- Program delivered including distribution of PPE as option indicates
- Post Kahoot survey at end of class to determine immediate knowledge gain
- Establish any need for follow up with students (requests for more PPE/resources/etc)

Post Program

- AHSA will follow up with instructors and sponsoring organizations.
- Distribute a post survey to students by email within 1 -3 month of program delivery.
- Review post-program report, which will including student survey results. This report will be provided by AHSA.