



## Gear Up for Ag™ Program Information and Checklist

### Ag Health and Safety Alliance Responsibilities

#### Planning

- Meet with instructor and others involved in the program.
- Review **eLearning Instructor Site** and instructor role for the Gear Up for Ag Program.
- Provide eLearning Instructor log in information that includes:
  - Gear Up for Ag Program (date, time , length of program, number of students)
  - Personal Protective Equipment Options
  - eLearning student platform (this includes the student pre and post surveys)
  - Handouts to print
  - Photo and video area
  - Post Program report

#### Program delivery (AHSA team will perform the following)

- Gear Up for Ag team will arrive prior to the program for set up and review final details.
  - *internet, sound, table for PPE distribution, table in front of room for demonstrations.*
- Gear Up for Ag program delivered including distribution of PPE to students.

#### Post Program

- Gear Up for Ag Team will send a reminder email regarding the use of the eLearning Instructor area to promote the student post survey and to view photos and videos.
- Gear Up for Ag Team will monitor the student eLearning platform to see which students have accessed the eLearning platform and who has completed the post survey.
- Reminder emails will be sent to promote and nudge students to complete the post survey.

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### Instructor ResponsibilitiesP

- Register for eLearning Instructor Site and complete program planning tasks.
- Assign eLearning registration to students.
- Read emails from Gear Up for Ag Team
- Promote pre and post surveys.
- View photos and videos
- View final report.

**For more information**

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