



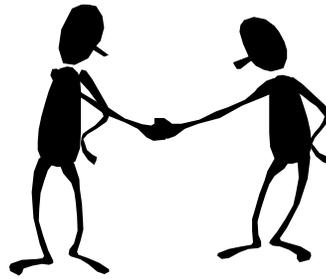
HANDBOOK FOR SEASONAL DETASSELERS



BAYER
Supply Chain Division **SEED**
PRODUCTION

RESTRICTED

WELCOME!



Whether you are new to Bayer or returning for another season, we're glad you're with us. This booklet contains some general work rules, explains the types of work you may be doing, and has important safety guidelines for a safe summer. Please read this booklet and keep it with you in case you want to refer to it later. Welcome aboard and have a nice summer.

In case of an emergency, or for information, please contact this office of Bayer:

MANAGER'S NAME: _____

SITE ADDRESS: _____

SITE PHONE: _____

Immediately report any injury to your supervisor to ensure that prompt treatment is provided.

If Applicable, Site Nurse Info:

NURSE NAME: _____

PHONE (including after hours): _____

(If you have any after-hour work related medical concerns, it is required that you call the nurse prior to seeking medical attention. This will help ensure that you receive the best medical care, facilitate the process, and proper worker compensation administration.)

GENERAL INFORMATION

- * ATTENDANCE - Timely performance of fieldwork is very important. Being at the work site as required by your supervisor is essential. Emerged tassels must be pulled as required whether rain or shine.
- * PROPERTY – You will be expected to respect the property of Bayer, other employees, and the growers whose land you are on. Dispose of garbage in approved disposal containers only, not in the field you are working in.
- * PERSONAL PROPERTY – Personal items, such as electronics and cell phones, are your responsibility. Neither Bayer nor the contractor shall be responsible for lost or stolen items.
- * TRANSPORTATION - All seasonal employees must be transported to-and-from the field with company- approved vehicles (minivans, buses, other). The transporting vehicle will remain at the field site so it is available for emergencies. We expect you to behave **responsibly** on and around the transportation vehicles.
- * WORKING HOURS - The normal working day is 8 hours or less. The length of the working day and number of working days will depend on the weather conditions and what task you are completing. The hours worked may also depend on your work assignment, ability, and experience.

SAFETY POLICY STATEMENT

Bayer is committed to providing a safe place of work for all employees and to complying with all applicable environmental and occupational safety and health laws and regulations.

Management and supervisors are expected to give safety their personal attention, effect, and support. They are responsible for preventing the occurrence of incidents that lead to injuries, and are to make every reasonable effort to provide a safe and healthful work environment.

Employees are to be given safety instruction appropriate for their work.

Each employee is to continually strive to increase workplace safety and reduce the risk of employment-related accidents, injuries, or disease.

Safety is the personal responsibility of every Bayer employee and contract worker. Take time out for safety!

SAFETY PRACTICES

Experience has taught us that certain hazards are associated with your job. We are directing your attention to these hazards in hopes that you and your coworkers will avoid an accidental injury. Your supervisor has access to first-aid supplies for minor injuries and can obtain qualified medical help as needed.

We appreciate your cooperation in observing these safety practices. They are here for your own safety as well as for the safety of those you are working with.

IF ANY ACCIDENT OR INJURY OCCURS, NO MATTER HOW MINOR, YOU MUST NOTIFY YOUR SUPERVISOR!

- * **ALLERGIES AND INSECT BITES** - If you are allergic to pollen or bee stings, notify your supervisor. If you have an allergic reaction or are bitten by an insect while working in the field, see your supervisor immediately.

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- * **FIELD ENTRY** - Always use gates, stiles, or other designated places of entry into the field. Do not climb any fences. Climbing fences is not only hazardous to you, but can damage fences belonging to the grower. You are more likely to come in contact with poison ivy, too, if you enter a field somewhere other than at the designated place.
- * **HEAT EXHAUSTION AND HEATSTROKE** - These are serious medical conditions. If you begin to sweat excessively, feel weak or dizzy, or become nauseated or extremely thirsty, seek first aid from your supervisor immediately. These conditions can be avoided if you drink plenty of liquids while working in the fields.
- * **HORSEPLAY** - Throwing dirt clods or tassels, fighting, horseplay, and other acts which may endanger the health, safety, or well-being of employees, other persons, property, or equipment, are strictly prohibited.
- * **JEWELRY** - We advise you not to wear any rings or jewelry on the job. Jewelry can catch on tools or plant foliage and result in injury. It is almost impossible to find jewelry lost in the field.
- * **MECHANICAL DETASSELING EQUIPMENT** - Mechanical tassel cutters and pullers generally go through the fields before you get there. If any are in the field, observe the following:
 - a) Riders are not permitted.
 - b) Keep a safe distance away from the machine when it is in operation.



- * **SUBSTANCE ABUSE** - The use of, or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited.
- * **SUNBURN** - Be very cautious about sunburn. You may be exposed to many hours of sunlight during a working day, and a dangerous burn can result. Wear suitable clothing, and a hat that will protect you from sunburn. Use of sunscreen on any exposed skin is highly recommended.

- * **THREATENING WEATHER** - Out of necessity, we do work in the rain. If lightning occurs or threatening weather conditions develop, take shelter in vehicles or low-lying areas. Your supervisor will explain the signals that will be given to notify you to evacuate the field because of severe weather or other emergencies.
- * **HARASSMENT** – Bayer prohibits harassment by any employee against another employee. Harassment is defined as any words or actions that create an intimidating, hostile, or offensive working environment for any individual.
- * **REQUIRED CLOTHING** - Employees are required to wear provided safety hat with net, safety glasses, and approved hand protection. Safety glasses/side shields or face nets will protect you from corn leaves that can scratch the eyes and are required to be worn at all times while in the field. Long sleeve shirts and long pants are the required clothing attire for corn detasseling. A light colored, long sleeve cotton shirt will actually keep you cooler and prevent rashes from rubbing against corn leaves.



- **SHOES** - Closed toe Shoes (with tall socks) are to be worn while working in the fields. Sandals, flip-flops, crocs are not acceptable. It is highly recommended that shoes be “broken in” prior to the detasseling season and tall socks be worn to help prevent the formation of blisters. High-top shoes (above the ankle bone) will provide ankle support and are recommended to protect against sprains/strains associated with uneven terrain.



VEHICLE POLICY

For everyone's safety, it is Bayer's policy that all field workers travel in buses or minivans. Riding in the back of pickups or trucks, on fenders or hood or in any open vehicle is prohibited while you are traveling to, from, and between job locations. Seatbelts must be worn by the driver and passengers at all times when occupying vehicles equipped with them. Standing up or playing around in a moving vehicle is potentially dangerous and is not permitted.

FIELD CHEMICALS

Bayer wants you to have a safe working environment.

As a temporary agricultural employee, you will not be working with any chemicals, nor will you be allowed to enter a field that has been treated with chemicals prior to the expiration of the required time limitation. When a chemical application has been made, this sign will be posted at the entry to the field. Do not enter fields displaying this sign.

While you are working in one of our fields, you are not to handle any chemical product. If you discover a chemical container in the field - DO NOT TOUCH THE CONTAINER. Contact your supervisor immediately.

As a field worker, it is required for you to be trained on the Worker Protection Standard. If you have any questions about what chemicals, if any, have been used in the field you will be working in, please talk to your supervisor. Bayer facilities maintain records of chemicals applied, date of application, as well as re-entry limitations for each of the fields for which a location is responsible.



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YOUR HEALTH

HYGIENE & PERSONAL NEEDS



- Ⓢ ALWAYS wash your hands before:
 - * Handling foods
 - * Eating
 - * Smoking

Ⓢ Use toilet facilities whenever needing to evacuate urine/stools. **DO NOT DO IT IN THE FIELDS!**

- * It is not comfortable or healthy to delay toilet use; work can wait – use the toilet as needed!
- * If you perceive problems with toilets and/or their use, please notify a crew leader.



- Ⓢ ALWAYS wash your hands after:
 - * Using the toilet-latrine
 - * Handling dirty objects or chemicals

WATER



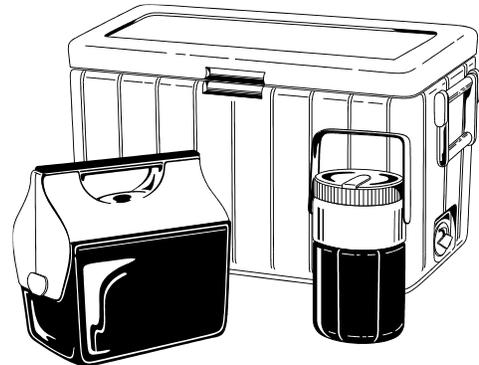
Drinking water will be provided for you at the field although you are encouraged to bring your own half- gallon container of water as well.

You should drink water frequently while you are working in the field, especially on hot days. Do not share drinking containers.

- Ⓢ Make sure to only drink potable water (Potable water is safe for drinking).
- Ⓢ If water has been contaminated in any way, dispose of it and obtain potable water to replace it.
- Ⓢ Make sure water is fresh- changed as determined by protocol or bottler advice.

FOOD – Selection, Storage, Disposal

- Ⓢ Eat properly before coming to work and bring enough food to make it through the day.
- Ⓢ Make sure food is of high quality and has been maintained appropriately (meats & dairy products are kept cold).
- Ⓢ Use clean hands and surfaces when handling food.
After eating, properly dispose of residues in appropriate containers.



COMMUNICATION

- Ⓢ Notify crew leader promptly when:
 - * Problems exist with access to water or other hygiene materials.
 - * Concerns about hygiene or health at workplace exist.

TYPES OF WORK

DETASSELING - Detasseling is simply pulling the tassels out of the top of the seed parent corn plants. Here's why it must be done:

- * The reproductive parts of a corn plant are separated on the stalk. The tassel is the male part, and the ear is the female part.



Tassel



Ear

- * When pollen from tassels falls on the silks of the ears, the eggs inside the ears are fertilized and become kernels of corn - which are seed
- * Normally the pollen from one tassel will fall on its own ear (self-pollinating) and the ears of neighboring plants (cross-pollinating).
- * To produce high-yielding hybrid seed corn for our customers, we have to remove the tassels from the plants we want to be seed parents (female) so they won't pollinate themselves
- * Hybrid seed corn production fields are usually planted with one row of what will be the male parent corn plants (which are not detasseled) between every four rows (or six rows in some cases) of what will be the female parents (which are detasseled).



- * Pulling the tassels off the top of the female corn plants is called detasseling.
- * To be sure the pollination will be correct, the seed parent tassels must ALL be removed BEFORE they shed any pollen.

CORRECT DETASSELING

HELPS US ENSURE TOP QUALITY SEED FOR OUR CUSTOMERS

When even one seed parent tassel is missed or not pulled on time and starts to shed pollen, it can easily pollinate 10% or more of the silks in the surrounding area. An improper cross will occur on those ears. If contamination occurs the seed will be discarded as there is no way to separate pure seed that has been pollinated properly from contaminated seed. The only sure way to prevent this contamination is to detassel the seed parent before it sheds pollen.

Pull tassels properly - without leaves.

Every leaf pulled with the tassel reduces the yield of the seed crop harvested, and affects the kernel size and seed quality as well. Grab the tassel at its base and pull it straight up and out of the plant, taking as few leaves as possible.

The top leaves of the plant, above the ear shoot, are especially important to the plant. Removing these leaves with the tassel will result in reduced yield of the seed production field. So - remove the entire tassel, but avoid pulling leaves.

Tassels continue to grow in rain or shine.

The tassels will emerge based on the growth stage of the plant. Whether it's rain or shine, whether it's cool or hot, the tassels must be pulled. You should be prepared to detassel every day of the week regardless of the weather. This is required for us to produce top quality seed for customers. Rain gear to insulate you from early morning dew and/or unexpected rain showers is recommended.

VOLUNTEERING/ROGUEING – These are terms used to refer to the tasks of removing undesirable plants before pollination occurs. This may involve cutting out corn plants in neighboring soybean fields (volunteering) or removing off-type plants from a production field (rogueing). Refer to the Volunteering/Rogueing JSA and Work Instruction Poster for additional safety guidance.

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PLEASE FILL OUT THIS PAGE AND/OR THE EMPLOYEE ORIENTATION SHEET AND GIVE IT TO YOUR SUPERVISOR BEFORE YOU BEGIN WORK.

- 1) I have read this booklet and I understand and will observe the rules and safety procedures that apply to the work I perform.
- 2) I understand that failure to follow safety rules may result in disciplinary action.
- 3) I have been given the Worker Protection Standard pesticide safety training required for agricultural field workers.
- 4) I understand that I have access to information regarding any chemicals that have been used on the fields I am working in.

TODAY'S DATE: _____

SIGNATURE: _____

PRINT NAME: _____

AGE: _____

Bayer – Health, Safety, & Environmental - 2021

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