

## #54

# CLOVER SAFE NOTES AS A TRAINING TOOL

*This Clover Safe note is intended primarily for 4-H volunteers and staff.*



Photograph Courtesy of  
Solano County 4-H Program

The University of California (UC) Policy on Management of Health, Safety and the Environment establishes protection of 4-H staff, volunteers, and members and the environment as a priority whenever activities are planned and performed. The policy also promotes a strategy whereby damage is preempted by designing activities and controls to reduce or eliminate accidents, injuries, and exposures. Accordingly, the Environmental Health & Safety (EH&S) Office has developed the series of Clover Safe notes as a training tool that provides information applicable to the design of 4-H activities and controls to meet goals to reduce or eliminate accidents, injuries, and exposures and protect the environment.

### Background

Clover Safe notes are one page summaries of relevant EH&S information for topics that have been requested by 4-H staff and volunteers. Clover Safe notes continue to be developed as additional requests for training on specific and general topics are transmitted to EH&S staff. All Clover Safe notes are posted on the EH&S web site at <http://safety.ucanr.org/ehs/4H/> for ready availability.

### Clover Safe Note Topic Categories

Clover Safe notes are listed, for user convenience, on the web site under the following 10 general 4-H project categories: Animals, Camping and Outdoor Activities, Food Preparation, Sporting Activities, Crafts and Hobbies, Tools, Equipment, and Machinery, Gardening, Clothing and Textiles, Computers, and General Topics.

### Clover Safe Note Development

Clover Safe notes are purposefully designed for their intended audience of 4-H staff, volunteers, and members. Accordingly, Clover Safe notes incorporate a picture or drawing and information about topic-related injuries to provoke the reader's interest followed by a succinct discussion of precautions to prevent topic-associated injury, illness, or exposure. Clover Safe notes are concisely written to emphasize the primary EH&S issues related to the topic and restricted to one page to maintain the reader's interest. Each Clover Safe note intended for 4-H members is accompanied by an activity that is intended be entertaining while, at the same time, reinforcing pertinent information learned from the note. Several Clover Safe notes (such as this one) provide EH&S procedural or policy guidance principally for the use of 4-H staff and volunteers.

All Clover Safe notes are reviewed and approved for distribution on the web site by the 4-H Policy Advisory Committee.

### Clover Safe Notes and Activities as Training Tools

Clover Safe notes and associated activities are intended to be used for training as follows:

- Provide supplemental and complementary EH&S information to the personal safety knowledge and experiences routinely taught by 4-H staff and volunteers to members.
- Online resource for 4-H staff, volunteers, and members to electronically access and review EH&S information at their convenience, including electronic distribution in 4-H newsletters.
- Print hard copies to circulate among 4-H staff, volunteers, and members for their individual review of EH&S information.
- Print hard copies for use during review and group discussion of EH&S information at 4-H project meetings.

### Clover Safe Note Program Contacts

For additional information about Clover Safe notes or to submit Clover Safe note requests contact:

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