

# Standard Operating Procedure for Caretaker Training

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## Introduction

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All caretakers should be trained specific to their daily duties and receive training annually. Caretakers with specialized duties such as euthanasia, piglet processing, or load-out should receive training specific to these duties as well. Caretakers should be able to articulate or demonstrate the training they have received. Each caretaker should have an individual training record. Group trainings such as Pork Quality Assurance® Plus (PQA Plus) and Transport Quality Assurance® (TQA) are good opportunities to train many caretakers at one time. Other areas to consider for required training are safety, biosecurity, broken needle policies, and animal abuse reporting. Employees should have additional documented training any time they have changes in job criteria or equipment use. Employees that have not yet completed training should be directly supervised by someone who is trained.

## Safety

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**Hands-on training may include safety hazards specific to the task being trained. Caretaker training should always include discussions on safety hazards specific to the task.**

## Personal Protective Equipment (PPE)

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**Personal protective equipment (PPE) required will depend on the task being trained. Some examples of on-farm PPE include:**

- Protective eyewear
- Dust mask
- Safety-toe boots
- Hearing protection
- Exam gloves

## Supplies

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**Supplies needed for caretaker training may include:**

- PQA Plus Handbook
- TQA Handbook
- Safety training videos
- Caretaker training records
- Visual SOPs
- Training posters
- Training manuals/videos/DVDs
- Online training programs or modules
- Individual or Group Caretaker Training Record

## Procedures - Caretaker Training Requirements

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### **Caretaker training requirements:**

- All caretakers will be PQA Plus Certified within 90 days of employment and maintain certification while employed.
- All transports will be TQA Certified and maintain certification while employed.
- All caretakers will receive annual re-training specific to their daily duties.
- All caretakers will receive safety training
- All caretakers will receive training on animal abuse reporting
- All caretakers will receive Fire/Emergency Training
- Caretakers who are responsible for euthanasia will receive euthanasia training that includes:
  - The site's primary and backup methods for euthanasia
  - Animal handling during euthanasia
  - Confirmation of insensibility and death
  - Carcass disposal
  - Maintenance of euthanasia equipment
- New caretakers or caretakers changing jobs will be directly supervised by a trained individual until the completion of a training program

## Procedures - Documentation of Training

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### **Documentation of training:**

All caretaker training will be documented and include:

- Date of training
- Topic of Training
- Trainer Name
- Trainee Name
- Trainee Signature

When online training is use, the documentation will include:

- Electronic date stamp
- Topic of Training
- Name of Trainee

## Resources Referenced

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Euthanasia Action Plan (SOP)

Worker Safety Toolkit

Needle Usage and/or broken needle SOP

Emergency Action Plan

Animal Abuse Reporting Policy (SOP)