



THE DAIRY CULTURE COACH

Helping You Manage Your Multicultural Team for Success



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Reporting Work-Related Accidents, Illnesses and Diseases

The most important thing for employers and employees to know about work-related accidents, illnesses and diseases is that the employee needs to report them to the boss as soon as possible. This is important first and foremost in order to ensure that the worker receives any necessary medical attention. Immediate reporting also helps assure that the employer is made aware of any potential safety hazards on the farm, so that they can mitigate or eliminate them and prevent continued risks to health and safety.

Recent OSHA regulatory changes impact policies that insist on immediate reporting, with consequence for late reporting being discipline or termination. If an employee does not realize he is injured, or that the condition is work-related, such rules should not be enforced rigidly. Before firing for late reporting, it is best to obtain good legal advice.

Prompt reporting is also important because in order for the employee to receive benefits through Workers' Compensation, he or she must report the

injury/illness/disease to the employer within 30 days. (Workers' Compensation is a form of insurance that most NYS employers are required to carry in order to provide benefits to employees with a work-related injury, illness or disease.) Many insurers will challenge or delay benefits in the event of delayed reporting.

In New York, the employee also needs to see a doctor authorized by the Workers' Compensation Board, and provide the doctor with the required information about his employer or his employer's insurance company, so that the insurance company can be billed directly.

For further information on the procedures for reporting work related injuries follow the directions on the Workers' Compensation Board Webpage found here: <http://www.wcb.ny.gov/content/main/Employers/claimsprocess1.jsp>

In addition to Workers' Compensation, injury reporting triggers obligations under OSHA (Occupational Safety and

Heating Vocabulary

furnace—el horno/ la caldera

to turn up — subir

to turn down—bajar

the temperature—la temperatura

window—la ventana

door—la puerta

to shut—cerrar

it's cold —hace frio

it's hot—hace calor



Health Administration) regulations, which must be followed by farms with 11 or more non-family employees. These include filling out OSHA’s Form 301, “Injury and Illness Incident Report,” as well as the Form 300, “Log of Work-Related Injuries and Illnesses.” Requirements for more serious injuries include reporting any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.

The best course of action is to provide regular safety training to employees, demonstrate a focus on safety through your own actions, and maintain a clear and open dialogue with employees so that they are forthcoming about any work-related accidents.

References:

- Workers’ Compensation Board <http://www.wcb.ny.gov/content/main/Employers/Employers.jsp>
- “Services and Protections for Farmworkers” booklet, published by the Division of Immigrant Policies and Affairs, which is a division of the New York State Department of Labor. <https://labor.ny.gov/formsdocs/dipa/p737.pdf>
- OSHA Recordkeeping: <https://www.osha.gov/recordkeeping/>

Written by Libby Eiholzer and members of the Agricultural Workforce Development Council

Family Relations

Family is important in Hispanic culture. So important that they even have some words that don’t exist in English to describe how people are related! Your employees will certainly appreciate any efforts on your end to get to know their family better. *Note: if it says “ola” at the end of the word, the “o” ending is used for the male version and the “a” ending is used for the female version. “Casados” means married.*

Hermanola– Brother or sister

Mamá– Mother

Papá– Father

Hijola– son or daughter

Madrastra– Stepmother

Padrastra– Stepfather

Abuelola– Grandfather or grandmother

Nietola– Grandson or granddaughter

Tío/a– Uncle or aunt

Sobrino/a– Nephew or niece

Primola– Cousin

Esposola– Husband or wife

Suegrola– Mother-in-law

Cuñadola– Brother- or sister-in-law

Nuera– Daughter-in-law

Yerno– Son-in-law

Concuñado– husband of your spouse’s sister, brother of the spouse of your own brother

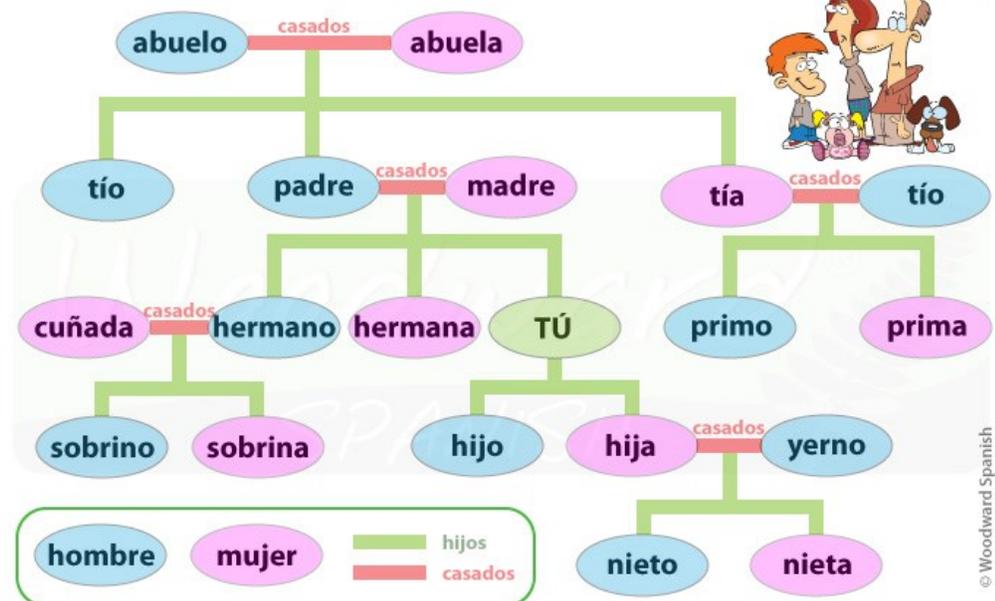
Concuñada– wife of your spouse’s brother, sister of the spouse of your own sister

Madrina– Godmother

Padrino– Godfather

Ahijadola– Godson or goddaughter

Miembros de la Familia Members of the Family in Spanish





Heating Systems — *Los Sistemas de Calificación*

While it's only September, the heating season will soon be upon us. Now is a good time to understand how heating systems work.

A furnace burns fuel oil or propane in order to create heat which is distributed throughout the house. The thermostat is set to a certain temperature, and every time the heat begins to drop below that temperature, the furnace kicks on.



Winter weather is around the corner!

¡El tiempo frío ya va a llegar!

Fuel is expensive! That's right, it can cost over \$1,000 a month to heat a house in the winter! So please do your part to help control costs.

Here are a few important tips:

Too hot? Turn the thermostat to a lower temperature! Do not open windows or doors to let cool air in, as this will only make the furnace run more frequently. This will burn more fuel and make the house hotter. If it is consistently too hot and you can't control the thermostat, ask your landlord about lowering it.

Too cold? Turn the thermostat up, but keep it to a reasonable temperature. Generally between 65 and 70

is adequate. In the northern states of the U.S. we are accustomed to wearing warmer clothes indoors in the winter— like jeans and a sweatshirt. Use a blanket when watching TV on the couch. If you're wearing shorts and a tank top in order to feel comfortable, the heat is probably set too high!

Aunque solamente estamos en septiembre, ya pronta va ha llegar el tiempo frío. Ahora es un buen tiempo para entender como funciona los sistemas de calificación en los Estados Unidos.

Un *furnace* es lo que llamamos una caldera o horno. Quema petróleo o propano para crear calor que está distribuido en la casa. El termostato está puesto en cierta temperatura, y cada vez que la temperatura en la casa empieza a bajar más que esta temperatura, el horno empieza a calentar.

¡El petróleo es caro! Es cierto, ¡se puede gastar más que \$1,000 al mes para calentar una casa en el invierno! Favor de echar la mano para controlar los gastos. Aquí hay unos consejos importantes:

¡Tiene calor? Baje el termostato a una temperatura más baja. No abre las ventanas o puertas para dejar entrar aire frío, porque solamente va a poner al horno a trabajar más frecuentemente. Si siempre hace calor y no puede controlar el termostato, pregúntele al dueño de su casa si pueden bajar la temperatura.

¡Tiene frío? Sube la temperatura en el termostato, pero manténgala a una temperatura razonable. Generalmente entre 65 y 70 grados Fahrenheit es suficiente. En los estados norteros de los Estados Unidos estamos acostumbrados usar ropa más caliente en la casa durante el invierno— por ejemplo pantalones y sudador. Se puede usar una manta al mirar tele en la sofá. Si estás vestido en pantalones cortos y camisa sin mangas para estar cómodo, ¡es probable que tenga la temperatura puesta muy demasiada alta!



New Form I-9

As of **September 18, 2017**, employers must begin using the revised version of the Form I-9, Employment Eligibility Verification: <https://www.uscis.gov/news/alerts/revised-form-i-9-now-available>.

This version was released on July 17, 2017. Previously completed Form I-9s do NOT need to be updated to this new form. Store them according to the rules for storage and retention (<https://www.uscis.gov/i-9-central/retain-and-store-form-i-9>) and use the new form going forward.

As a reminder:

- This form is issued by the U.S. Citizenship and Immigration Services and must be filled out to verify the identity and employment authorization of anyone hired to work in the U.S.
- Section I of Form I-9 must be filled out no later

than the end of the employee’s first day of work. The employer must review employee’s documentation and fill out Section 2 within 3 business days of the employee’s first day of work.

- The Spanish version of Form I-9 may be used by employers and employees in Puerto Rico ONLY. Do not use it for Spanish-speaking employees in the U.S. Use the English version of the I-9, and have the person that translates or helps prepare the I-9 check the box that says “A preparer(s) and/or translator(s) assisted the employee in completing Section I” and fill out the information below.
- For more information, visit <https://www.uscis.gov/i-9> where you will find:
 - The revised Form I-9
 - Instructions for completing Form I-9

NWNY Dairy, Livestock & Field Crops Team

Serving Genesee, Livingston, Monroe, Niagara, Orleans, Ontario, Seneca, Wayne, Wyoming and Yates Counties.

Check out our website!

www.nwnyteam.org



Stay tuned for the next issue of The Dairy Culture Coach in December! To sign up, email Libby.

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Through educational programs and other teaching opportunities, the NWNY Team seeks to build producers’ capacities to:

- Enhance the sustainability of their businesses
- Enhance profitability and other aspects of economic performance of their businesses
- Practice environmental stewardship
- Enhance employee well-being and satisfaction
- Provide safe, healthy agricultural products in ways that are safe to farm owners and employees and their families and neighbors
- Provide leadership for enhancing relationships between the agricultural sector and the general public

We look forward to working with you in your farming and ag-related ventures in NWNY. Together we can keep the agricultural economy competitive, maintain a comfortable standard of living and be conscientious stewards of our natural environment.