

BABBAN GONA

People & Culture

Field Safety Training Guide

For Field Staff Operating Across All Hubs

INTERNAL USE ONLY

1. Purpose

This guide defines the safety standards all Babban Gona field staff must follow. It covers four areas: personal protective equipment (PPE), safe motorcycle operation, general field safety, and incident reporting.

It does not replace formal safety training — it supports it. Every field staff member must complete this guide before going into the field and keep it accessible throughout the season.

2. Scope and Applicability

This guide applies to all staff operating in the field across Soba, Lere, Funtua, Ikara, Garba Chede, Igabi, Karaye, and Toro hubs, including:

- Operators and their Entrepreneurs
- Member Success Coaches (MSCs)
- Trust Group Leaders
- Hub Leads, Assistant Hub Leads, and Operator Success Officers

Hub Leads are responsible for ensuring all team members under them have read this guide, completed the self-assessment checklist at the end of each module, and have access to the PPE Visual Reference Card.

3. How to Use This Guide

This guide is divided into four modules. Read each module fully before completing the checklist at the end. Do not skip ahead.

Module	Title	Who it applies to
1	Personal Protective Equipment (PPE)	All field staff
2	Safe Motorcycle Operation	All staff who ride or operate motorcycles

3	General Field Safety	All field staff
4	Incident Reporting	All field staff — mandatory for everyone

MODULE

1

Personal Protective Equipment (PPE)

What to wear. Why it matters. How to check it.

1.1 Why PPE Is Non-Negotiable

PPE is the last line of defence between you and a preventable injury. At Babban Gona, wearing the correct PPE is not optional — it is a condition of field deployment. A Hub Lead has the authority to remove any staff member from the field who is not wearing required PPE.

Consequences of PPE Non-Compliance

- Removal from field assignment for the day — no exceptions.
- Formal written notice for repeat violations.
- Escalation to the operator's Operator Success Hub Lead for serious or persistent violations.

1.2 Required PPE by Activity

The table below defines the PPE required for each field activity. Items listed as MANDATORY must be worn at all times during that activity. Items listed as REQUIRED must be worn where the risk condition applies.

Activity	Mandatory PPE	Required Where Risk Applies
Motorcycle riding (all journeys)	Helmet (properly fastened), reflective vest	Gloves, closed-toe boots
Farm visits and field inspections	Closed-toe boots, long trousers	Hat or head cover in high heat, gloves when handling crop inputs
Handling agrochemicals or fertilisers	Gloves (chemical-grade), closed-toe boots, long sleeves, long trousers	Protective eyewear, face mask where dust or spray risk exists

Night or low-visibility travel	Reflective vest, functional front and rear lights on motorcycle	High-visibility jacket
Water crossing or flood-affected area	Closed-toe boots	Life vest or buoyancy aid if depth is unknown — do not cross if unsafe

1.3 How to Check Your PPE Before Deployment

Run this check every morning before leaving the hub. A damaged or worn-out piece of PPE offers no protection.

Helmet

- Check the outer shell for cracks, deep dents, or fractures — even hairline cracks make a helmet unsafe.
- Check the chin strap — it must fasten securely and hold the helmet level on your head.
- Check the interior padding — it must be intact, clean, and properly fitted.
- If the helmet has been involved in any impact — replace it. A helmet that has absorbed impact may look fine but will not protect you in a second incident.

Reflective Vest

- Check the reflective strips — hold it up to light. Worn or peeling strips must be replaced.
- Check the fit — it must be worn over your outer clothing and remain visible at all times.

Gloves

- Check for holes or tears, particularly at the fingers and palm.
- For chemical-handling gloves, check that the material is intact — no cuts, pinholes, or degraded patches.

Boots

- Check the sole — it must be intact with no separation from the upper.
- Check the toe — open-toe footwear is not permitted in the field under any circumstances.

Reporting Damaged PPE

- Report damaged or worn PPE to your Hub Lead the same day you identify it.
- You are not expected to continue working with PPE you know to be defective.
- Replacement requests are processed through your Operator Success Hub Lead.

1.4 PPE Storage and Maintenance

- Store PPE in a cool, dry location — direct sunlight degrades materials, especially helmets and gloves.
- Do not hang helmets on motorcycle handlebars or mirrors when not in use — this causes structural stress.
- Clean gloves and vests regularly — contaminated PPE can transfer chemicals to skin.
- Do not share helmets between staff members. Each staff member is assigned their own helmet.

Module 1 — Self-Assessment Checklist

Complete this checklist before moving to Module 2. All items must be checked.

#	PPE Pre-Deployment Checklist	Check
1	I know which PPE items are mandatory for my primary field activities.	☐
2	I know how to check my helmet for damage before each deployment.	☐
3	I know what to do if my PPE is damaged or missing.	☐
4	I understand that non-compliance with PPE requirements can result in removal from the field.	☐
5	I know where to report damaged or defective PPE.	☐
6	I have access to the PPE Visual Reference Card or know where to find one at my hub.	☐

MODULE

2

Safe Motorcycle Operation

Before you ride. On the road. When things go wrong.

2.1 Who This Module Applies To

This module applies to all staff who ride or operate motorcycles as part of their field work — including Operators, MSCs, and Entrepreneurs using company-issued or personally owned motorcycles for BG field activities.

If you do not ride a motorcycle, you must still read this module. You may be a passenger, or you may need to assist a colleague following an incident.

2.2 Pre-Ride Check (Every Journey)

Before starting any journey, run the following checks. This takes less than five minutes and prevents the majority of preventable road incidents.

#	Pre-Ride Check	Check
1	TYRES: Check both tyres for visible damage or low pressure. Do not ride on a flat or visibly deflated tyre.	☐
2	BRAKES: Test both front and rear brakes before pulling out. Both must engage firmly with no grinding or sponginess.	☐
3	LIGHTS: Turn on front and rear lights. Confirm both are working — especially before any journey after 5:00 PM.	☐
4	FUEL: Confirm adequate fuel for the full journey. Do not depart on a near-empty tank into areas without fuel access.	☐
5	CHAIN: Check the chain is not excessively loose or missing links. A loose chain is a fall risk.	☐
6	MIRRORS: Check both mirrors are in position and free of cracks. Adjust before departure.	☐

7	HELMET: Put on your helmet and fasten the chin strap before starting the engine.	☐
8	REFLECTIVE VEST: Put on your reflective vest over your outer clothing before starting the engine.	☐

Zero-Tolerance Rules — Motorcycles

- No riding without a helmet — no exceptions, no short distances.
- No passenger riding unless the motorcycle is rated for two persons and the passenger wears a helmet.
- No use of a mobile phone while riding — including to check maps or read messages.
- No riding under the influence of alcohol or any substance that impairs judgement.
- No carrying of loads that obstruct vision, affect balance, or exceed the rated load capacity.

2.3 Safe Riding Standards

Speed and Road Conditions

- Observe all posted speed limits. Where no limit is posted, use 30 km/h as a default maximum in villages and 50 km/h on open roads.
- Reduce speed in any of the following conditions: rain, sandy or loose surfaces, crossing a market or populated area, low visibility, carrying a passenger or load.
- Do not attempt to cross flooded roads. Dismount and assess depth before crossing any standing water more than ankle-height.

Route and Timing

- Avoid night riding where possible. If a journey extends past 6:00 PM, inform your Hub Lead before departing.
- Do not ride alone on unfamiliar routes without informing someone of your planned route and expected return time.
- If a route becomes unsafe due to weather, community event, or road condition — stop. Contact your Hub Lead. Do not proceed.

Fatigue

- Do not ride when fatigued. A tired rider is a high-risk rider.
- On journeys exceeding two hours, take a 15-minute rest stop at the midpoint.

- If you feel drowsy at any point during a journey, stop safely, rest, and contact your supervisor.

2.4 In the Event of a Road Incident

A road incident is any unplanned event during riding that results in a fall, collision, near-miss, or damage to the motorcycle or any person.

Immediate Steps

1. Move yourself and the motorcycle to a safe location off the road if you can do so without causing further injury.
2. Check yourself and any passenger for injury. Do not attempt to move someone who may have a spinal injury.
3. Call emergency services if there is serious injury: 112 (general emergency), or the nearest general hospital.
4. Call your Hub Lead immediately — within five minutes of the incident.
5. Do not leave the scene until your Hub Lead confirms you may do so.
6. Complete an Incident Report Form as soon as you are safe to do so (see Module 4).

Motorcycle Incident — Key Contacts

- Your Hub Lead: [PLACEHOLDER — insert number]
- Operator Success Hub Lead: [PLACEHOLDER — insert number]
- Emergency services: 112
- BG People & Culture: [PLACEHOLDER — insert number]

Module 2 — Self-Assessment Checklist

#	Motorcycle Safety Checklist	Check
1	I can list all items in the Pre-Ride Check and know why each one matters.	☐

2	I know the zero-tolerance rules for motorcycle use and understand the consequences of violation.	☐
3	I know what to do in the first five minutes following a road incident.	☐
4	I know who to call immediately after a road incident.	☐
5	I know when it is safer to stop and wait rather than continue a journey.	☐
6	I understand that fatigue is a safety risk and know what steps to take if I am fatigued while riding.	☐

MODULE

3

General Field Safety

Heat. Water. Wildlife. Agrochemicals. Community.

3.1 Heat and Sun Exposure

Field work in northern Nigeria involves sustained exposure to high temperatures, particularly between April and September. Heat illness is preventable.

Prevention

- Drink at least three litres of water per day during high-temperature field work. Do not wait until you are thirsty.
- Avoid direct sun exposure between 12:00 PM and 3:00 PM where possible. Schedule farm visits for early morning or late afternoon during peak heat months.
- Wear lightweight, light-coloured, breathable clothing on hot days. Cover your head.
- Take rest in shade at regular intervals — do not push through fatigue in high heat.

Signs of Heat Illness — Act Immediately

Heat Illness Warning Signs

- Heavy sweating that stops suddenly — this signals the body can no longer cool itself. This is an emergency.
- Confusion, dizziness, or disorientation during field work.
- Nausea, headache, or rapid heartbeat that does not resolve with rest and water.
- Pale or clammy skin; weakness in the legs.

If you or a colleague shows these signs: stop all activity immediately, move to shade or a cool space, provide water (sip slowly — do not gulp), and call for medical help. Do not leave the person alone.

3.2 Water Safety

- Do not drink from open bodies of water — ponds, rivers, streams, or irrigation channels — even if the water appears clean.
- Always carry treated or bottled water sufficient for the day's field activity.
- Do not cross flooded roads, channels, or bridges where water levels or flow are unknown.
- If you encounter flooding that was not present when you planned your route — stop, assess, and contact your Hub Lead before proceeding.

3.3 Wildlife and Insects

- Wear boots and long trousers when walking through bush, tall grass, or uncleared farmland. Snakes and insects are common in these areas.
- Do not place your hands in spaces you cannot see — under rocks, into crop piles, or into dense vegetation — without first checking.
- If you are bitten or stung and the reaction is severe or rapidly worsening, treat it as a medical emergency. Call 112 and inform your Hub Lead.
- Minor bites and stings should still be recorded in the Incident Report Form (see Module 4).

3.4 Safe Handling of Agrochemicals and Fertilisers

Agrochemical inputs — fertilisers, herbicides, and pesticides — are part of BG's core product offering. Field staff handling or supervising the use of these inputs must follow these standards.

Before Handling

- Read the product label before handling any agrochemical. If you cannot read the label, ask a colleague or your Hub Lead to explain it to you before you proceed.
- Confirm you have the correct PPE for the product (see Module 1, Section 1.2 — agrochemical handling row).
- Do not mix chemicals unless you have been specifically trained to do so.

During Handling

- Stay upwind when mixing or applying chemicals. Do not breathe fumes or mist.
- Do not eat, drink, or smoke while handling agrochemicals.
- Never transfer chemicals into unlabelled or food containers.

Spill or Accidental Exposure

- Skin contact: Remove contaminated clothing immediately. Rinse the affected area with large amounts of clean water for at least 15 minutes. Seek medical attention.
- Eye contact: Rinse with clean water continuously for at least 15 minutes. Do not rub. Seek immediate medical attention.
- Ingestion: Do not induce vomiting. Call 112. Keep the product label with you to show medical staff.
- Report all chemical incidents — including near-misses — using the Incident Report Form (Module 4).

3.5 Community and Personal Security

Respect Local Norms

- Greet community leaders and elders before conducting field activities in a new community.
- Do not enter a farm without the consent of the farmer or trust group leader.
- Dress appropriately for local community standards — this is both a cultural obligation and a safety measure.

Personal Security

- Inform your Hub Lead of your daily field schedule at the start of each day. Update if the schedule changes.
- If you feel unsafe in any situation — withdraw, find a secure location, and contact your Hub Lead immediately. Do not try to manage a security situation alone.
- Do not carry large amounts of cash to the field. Carry only what is required for the day's planned activities.
- All incidents involving threats, harassment, or community conflict must be reported using the Incident Report Form (Module 4) on the same day.

Module 3 — Self-Assessment Checklist

#	General Field Safety Checklist	Check
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1	I know the warning signs of heat illness and what to do if I or a colleague shows them.	☐
2	I know the water safety rules for field work.	☐
3	I know how to protect myself from wildlife and insect risks in the field.	☐
4	I know the required PPE for agrochemical handling and can locate the reference in Module 1.	☐
5	I know what to do if I am exposed to an agrochemical — on skin, in eyes, or through ingestion.	☐
6	I know what to do if I feel unsafe in a community or field situation.	☐
7	I know that I must inform my Hub Lead of my daily field schedule each morning.	☐

MODULE

4

Incident Reporting

What to report. When. How. And what happens next.

4.1 Why Incident Reporting Matters

Every incident reported — no matter how minor — helps Babban Gona identify patterns, prevent the same thing from happening again, and ensure staff receive appropriate support. Failure to report an incident does not mean it did not happen. It means the organisation cannot learn from it or support you.

Reporting an incident is not about assigning blame. It is a professional obligation and a protection for you.

4.2 What Must Be Reported

The following must be reported using the Incident Report Form, on the same day where possible and no later than 24 hours after the incident:

Category	Examples
Road and motorcycle incidents	Any fall, collision, near-miss, or mechanical failure during a field journey
Physical injury	Any injury sustained during field activities — including cuts, burns, bites, sprains
Chemical exposure	Any skin, eye, or respiratory contact with agrochemicals — including accidental spillage
Heat illness	Any episode of heat exhaustion or heat stroke — even if the person recovers fully

Security incidents	Any threat, assault, harassment, or community conflict during field activities
Near-misses	Any event that could have caused injury or harm but did not — including dangerous road conditions encountered
Property damage	Any damage to BG equipment, motorcycles, tools, or the equipment of community members caused during field activities

4.3 How to Report

BG provides two ways to submit an incident report. Use whichever is accessible to you.

Option 1 — Zoho Form (Digital)

- Open the BG Incident Report form on Zoho Form via the link or QR code posted at your hub. Form Link: <https://workdrive.zoho.com/file/thflcb5622a690d714ffc9d4acf2c9b660bf2>
- Complete all mandatory fields and submit. You will receive a confirmation on submission.
- The form auto-notifies your Hub Lead and the People & Culture team on submission.

Option 2 — Physical Form (Paper)

- Physical forms are available at every hub. Pick one up at the front desk or from your Hub Lead.
- Complete in full and hand it directly to your Hub Lead on the same day.
- Your Hub Lead is responsible for entering physical forms into the digital register within 24 hours.

If Your Hub Lead Is the Subject of the Incident

- Do not submit the form to your Hub Lead.
- Submit directly to the Operator Success Hub Lead for your area.
- If this is not possible, contact People & Culture directly: [PLACEHOLDER — insert contact details].

4.4 What the Incident Report Captures

The following fields are required on every incident report. The Incident Report Form (whether digital or physical) is built around these fields.

#	Field	What to include
1	Reporter name	Your full name
2	Staff ID / role	Your BG role title and hub assignment
3	Date of incident	Exact date (DD/MM/YYYY)
4	Time of incident	Approximate time (e.g. 10:30 AM)
5	Location	Village, LGA, or hub — be as specific as possible
6	Incident category	Select from: Motorcycle/Road Injury Chemical Exposure Heat Illness Security Near-Miss Property Damage Other
7	Description of incident	What happened, in plain language. Include what you were doing, what occurred, and the immediate outcome.
8	Persons involved	Names and roles of all persons involved or present — including non-BG individuals
9	Injury or harm	Describe any injury — to yourself, colleagues, or community members. If no injury: state 'No injury.'
10	Immediate action taken	What you did immediately after the incident — medical attention, calls made, steps taken
11	Equipment involved	Name and condition of any BG equipment involved, including motorcycles
12	Witness details	Name and contact of any witness, if available
13	Supervisor notified	Name of the Hub Lead or supervisor you informed, and the time you informed them
14	Reporter signature	Your signature and the date of submission

4.5 What Happens After You Report

1. Your Hub Lead acknowledges receipt within 24 hours of submission.
7. The People & Culture team logs the incident in the central Incident Register within 48 hours.
8. For incidents involving injury, chemical exposure, or security threats, the P&C team initiates a review within 72 hours.
9. You will be contacted if further information is needed.
10. For incidents requiring investigation, you will be informed of the outcome and any corrective actions taken.

Confidentiality

- Incident reports are treated as confidential documents.
- They are accessible only to the reporting staff member, their Hub Lead, and the People & Culture team.
- Incident data is used for learning and prevention — not for disciplinary action against the reporter.

Module 4 — Self-Assessment Checklist

#	Incident Reporting Checklist	Check
1	I know the seven categories of incidents that must be reported.	☐
2	I know the two ways to submit an incident report (Zoho Creator and physical form).	☐
3	I know the deadline for submitting a report after an incident occurs.	☐
4	I know what to do if my Hub Lead is involved in the incident.	☐
5	I can name at least five fields that are required on every incident report.	☐

6	I understand that incident reporting is a professional obligation — not an optional step.	☐
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