



# **Animal Production**

## **Level II**

# **Learning Guide # 47**

**Unit of Competence: Participate in Forage Development**

**Module Title: Participating in Forage Development**

**LG Code: AGR APR2 M14 0919 LO1-47**

**TTLM Code: AGR APR2 TTLM 0919V1**

**LO4: Clean up on completion of work**



## Instruction Sheet

## Learning Guide # 47

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Returning and disposing materials
- Cleaning, maintaining and storing tools and equipment
- Reporting difficulties in completion and work outcomes

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- return and disposing materials
- clean, maintain and store tools and equipment
- report difficulties in completion and work outcomes

### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3
4. Accomplish the “Self-check 1, Self-check 2 and Self-check 3” in **page - 5, 8 and 12** respectively.



## Information sheet – 1

## Returning and disposing materials

All tools and equipment as well as materials and machinery necessary for Pasture Establishment and Preservation of feeds should be handled and transported in safe and appropriate way.

Follow the following principles:

1. If in doubt, take it out.
  - ✚ The more cluttered your store area is, the more likely tools and materials will be lost.
2. Avoid placing materials on the floor.
  - ✚ Save space by introducing multi-level racks.
3. Provide a home for each material.
  - ✚ Allocate a special permanent place and a holder or a container to each tool or work item.
  - ✚ The most often used item should be nearest and ergonomically situated.

### Handling waste materials produced during work

**Proper handling:** includes the collection, transport, processing, recycling or disposal of waste materials produced by human activity in order to reduce the negative effect on the environment.

**Waste:** is unwanted material or substance produced by human activity, which is usually referred to as rubbish, trash, garbage or junk. Plant debris and waste materials produced during supporting Pasture Establishment and Preservation of feeds activities should be identified, separated and stored safely for further processing.

The major waste materials include

- ✚ Plant debris,
- ✚ litter and broken components,
- ✚ plastic,
- ✚ Paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed.

Storing produced waste material during work should be safe from a health and safety point of view, the material should bear clear identification, and should be standardized and reusable. Chemical reaction of the material with the environment (rust is a very common one) should be avoided, as well as leaks and spillages.

There are **two** types of disposing materials such as:-



## **1. Solid Waste Disposal**

Improperly disposed of waste attracts rodents and insects, contaminates water and air, increases fire hazards, creates unpleasant odors and causes the area to look unattractive. Insects will always be with us but we can reduce our exposure to them by taking simple, yet effective steps. Insects require food to live and most require a moist habitat to breed. Many types of solid waste, especially garbage, provide these two items. We are most concerned about flies due to their ability to transmit organisms from an infected source to humans. If solid waste is disposed of properly, the fly will have to search elsewhere for its food and breeding area.

## **2. Excretal Disposal**

There are many different ways to dispose of excrete, and, to be effective, they all should adhere to the following requirements:

- The surface soil should not be contaminated.
- There should be no contamination of ground water that may enter springs or wells.
- Excreta should not be accessible to flies or animals.
- There should be freedom from odors or unsightly conditions.
- The method used should be simple and inexpensive in construction, operation and maintenance.
- The excrete use for agricultural or other uses only after it has been treated.
- In the installation of excrete disposal facilities, a safe distance from water sources should be maintained (at least 30 meters or 96 feet).

Materials will be stored for varying periods of time before an entry control is performed or at different stages of the production process and after completion of work. Stores should be safe from a health and safety point of view, the material should bear clear identification, and should be standardized and reusable. Chemical reaction of the material with the environment (rust is a very common one) should be avoided, as well as leaks and spillages.



<b>Self-Check-1</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List two types of disposing materials in forage development (3 points)
2. List waste materials that produced during forage development. (4 points)
3. Discuss requirements that must be fulfilled during disposing excreta waste (5 points)

Note: Satisfactory rating – 8 points    unsatisfactory rating –below 8 points

You can ask you teacher for the copy of the correct answers

**Answer Sheet**

Score = _____ Rating: _____
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Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## Information sheet – 2

## Cleaning, maintaining and storing tools and equipment

Tools and equipment's should be properly maintained and kept clean after completion of work and stored at convenient place. When equipment's are not functional it should be get maintenance services.

**Maintenance** is the preservation or safeguarding of machinery, property & equipment's according to the manufacture's manual so that the service life of machineries & equipment's is prolonged and operate in environment friendly condition.

### **The importance of maintenance**

Maintenance is important to make sure the constant production of high quality of production.

You can take the regular maintenance services from your service supplier.

A regular maintenance service will reduce production losses and increase constant production.

### **Maintenance Procedure:-**

In order to maintain any given machinery one has to know the procedures to be performed during maintenance.

The maintenance process involves:

- Identifying the main parts of machines & equipment's
- Identifying machines & equipment's which need maintenance
- Prepare tools & equipment's needed for maintenance
- Identify OHS, hazards & risks involved during maintenance
- Prepare personal protective equipment's to avoid or minimize those risks

Materials will be stored for varying periods of time before an entry control is performed or at different stages of the production process. Stores should be safe from a health and safety point of view, the material should bear clear identification, and means of transport (e.g. boxes, pallets) should be standardized and reusable. Chemical reaction of the material with the environment (rust is a very common one) should be avoided, as well as leaks and spillages. The respective training of transport and warehouse workers is indispensable. Special precautions have to be taken in the case of hazardous materials.



Materials management, often called logistics, holds the responsibility for the transport of materials in many companies. Transport distances depending on the more or less favorable layouts of plants, number of handlings of a material in successive production stages, means of transport (energy consumption, noise and exhaust emissions, electric fork-lift versus diesel fork-lift) and type of transport containers play an important role in environment-friendly materials management. A relatively new task for materials management is the handling of all kinds of wastes and not just the traditional selling.



<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the importance of maintenance of tools and equipment? (5 point)
2. List maintenance process of tools and materials (5 points)

Note: Satisfactory rating – 10 points    unsatisfactory rating –below 10 points

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions:**

1. \_\_\_\_\_

2. \_\_\_\_\_





### Information sheet – 3

### Reporting difficulties in completion and work outcomes

Reporting is an integral part of monitoring and evaluation. Reporting is the systematic and timely provision of essential information at periodic intervals. For the Global Fund projects reports are provided on quarterly and annual basis. The quality of organizational decision depends on the quality of information reported and organized. Report should be objectively and timely. Because, report enable managers to evaluate progress and plan the future. Detailed report is precious formal document prepared and presented by the workers to the higher management concerning the works on operation or completed

Report may be defined as a formal statement describing a state of affairs or what has happened. It has detailed description of a problem or a situation, findings of an investigation and recommendations or actions taken. Or we can say that it is submitted by a lower authority to a higher authority and it is a back bone of communication. The quality of organizational decision depends on the quality of information reported and organized. Report should be objectively and timely. Because, report enable managers to evaluate progress and plan the future. Detailed report is precious formal document prepared and presented by the workers to the higher management concerning the works on operation or completed.

The report may contain the following.

- ✚ The report that represents the result of technical, economic and financial feasibility of the program or project.
- ✚ Report serves as the basis on the basis of which the concerned government body gives clearance /sanction of the planned works.
- ✚ Report serves as guide for the starting and implementation of the planned activities.
- ✚ Report is helpful in achieving the time and cost limits in the completion of the planned activities.
- ✚ Report is helpful in obtaining technical and financial assistance from different cooperative organizations and bodies.
- ✚ Report reflects commitment of the organization /group of the planned work performers.



## Report includes:-

- General information about the work
- Background of the participants of the work
- Details of the work or project Capacity
- Process Technical arrangement
- Raw materials and tools
- Schedule of implementation
- Attitude of beneficiaries
- Participation of stakeholders
- Cost estimated and used
- Means of finance
- Cash flow details
- Economic consideration
- Local, regional and federal government clearance.

## Types of Reports

Reports could be oral or written. On which oral report is face to face communication which is informal and time saving. On the other hand, written report is formal and relatively more accurate and precise. On the basis of format and procedure; adopted reports may be formal or informal.

- **Informal report** is report of person to person communication where as
- **Formal report** is presented in prescribed form and procedures.

## Characteristics of Good Report

- **Simplicity:** - simple and lucid language
- **Clarity:** - proper arrangement of facts
- **Accuracy:** - unbiased information
- **Precision:** - conciseness or coherence
- **Completeness:** - complete in all respect
- **Relevance:** - to the purpose it prepared
- **Cross-reference:-** making and mentioning
- **Objectivity:** - impartial and free from prejudice



- Brevity: - brief without being incomplete
- Reader oriented: - for specialist is not appropriate for layman

## **Steps in Report Writing**

**Step one:**-collect the material (notes, documents etc.)

**Step two:**-Plan the report

- Define purpose of report
- Determine the information it should contain
- Arrange the information in a logical order
- Prepare an outline of the report subject:
- Decide where illustrations of diagrams are required

**Step 3:**- Draft the report

- Introduction/purpose, reading, summary,
- Body of the report
- Conclusions and recommendations

**Step four:**-edit the report

- Examine the draft (serve the purpose)
- Check grammar, spelling, punctuation etc.
- Check illustrations,

**Step five:** - Reporting to the concerned body

- *Formats of Report Writing*
- Date and title
- Introduction
- Body of report (planned, implemented and how is implemented)
- Conclusions and recommendations
- Contribution of every involved body in the implementation of the plan
- Challenges and solutions for the challenges
- Signature
- Appendices

**Self-Check -3****Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the characteristics of report writing? (3 points)
2. List steps in report writing (5 points)
3. Mention types of report. (4 points)

Note: Satisfactory rating – 10 points    unsatisfactory rating –below 10 points

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



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