

ORIENTATION AND SAFETY TRAINING CHECKLIST
Summer Farm Employment Program 2017

Before the new employee arrives on the worksite:

- Meet with the employee before their first day to cover questions. Provide any written information on the operation now so they can familiarize themselves with it prior to starting work.
- Discuss dress code requirements and any safety equipment they will need to purchase before starting
- Tell them where to park their vehicle when they arrive and where they can find you or the supervisor in charge.
- Inform other employees of the new hire so they can be prepared to welcome the new person and assist with training as necessary (if applicable)

Once the new employee arrives (complete all that apply):

- Give a tour of the farm and facilities including introductions to any other employees
- Review general safety rules and the reasons for each
- Make employee aware of specific hazards in their working environment. Talk about what could happen and steps taken to make things safer.
- Explain the importance of using the personal protective equipment (PPE) supplied. Ensure there is always appropriate, fitted and well-maintained PPE available.
- Show location of all fire extinguishers and provide training on how to use a fire extinguisher
- Show location of emergency exits and marshalling area (muster points)
- Show location of first aid kits and identify who has first aid training
- Provide instruction on proper lifting techniques to prevent back injuries
- Provide in-depth training on equipment operation or other complex tasks the employee will be responsible for. Include a review of operator manuals and pre/post-use procedures, along with hands-on training.
- Explain general housekeeping rules (tools away, tidy as you go, no cellphone areas, boot washes, etc.)
- Describe personal hygiene expectations (such as after working with livestock or toxic materials)
- Explain how to handle unsafe conditions and who to report unsafe conditions or near-misses to
- Outline vehicle safety rules (such as speed, pre-operational checks, appropriate licenses, passengers, etc.)
- Discuss personal work habits (such as no horseplay, smoking, inattention, distractions, texting, etc.)
- Review disciplinary action
- Other: _____
- Other: _____

Sign to acknowledge that you have both participated in this aspect of safety orientation and training,

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|-----------------------------|----------------------------------|-----------------------|
| Employer or Supervisor Name | Employer or Supervisor Signature | Employer Phone Number |
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|---------------|--------------------|----------------------------|
| Employee Name | Employee Signature | 5-digit Application Number |
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Date

Keep a copy of this safety orientation and training checklist on file