

**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*