

Available online at: www.agric.gov.ab.ca/farmsafety Click on ONLINE RESOURCES and the Risk Management

Orientation Instructions

1. Use this checklist to orient all new employees on or before the first day of employment
2. Only check off each subject when you are sure that the employee fully understands it
3. This orientation should take approximately 2 hours
4. Once finished, have the employee sign the bottom to indicate he/she has received the orientation
5. The safety coordinator will also sign the bottom to indicate the orientation has been given
6. Once the orientation is completed a copy will go to the appropriate supervisor and the original to the employee file
7. Provide refresher sessions as tasks change on the farm

Employee Name: _____

Supervisor: _____

Date of Hire: _____

Orientation Date: _____

- Organizational rules/enforcement
- Right to refuse unsafe work
- Emergency response
- Accident/incident notification
- Critical hazards
- Health and safety policies
- Controls and safe work procedures
- Employee responsibilities
- Employer responsibilities
- Personal protective equipment
- Training requirements
- Enforcement policy

Safety Coordinator: _____

Employee: _____

Date: _____