

GENERAL ORIENTATION CHECKLIST

Keep a copy of this form in the worker's file.

Employee Name:	
Supervisor:	
Date of Hire:	Orientation Date:
ORIENTATION INSTRUCTIONS	
<ol style="list-style-type: none"> 1. Use this checklist to orient all new workers on or before the first day of employment. 2. Only check off each subject when you are sure that the worker fully understands it. 3. This orientation should take approximately 2 hours. 4. Once finished, have the worker sign the bottom to indicate he/she has received the orientation. 5. The supervisor 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 worker file. 7. Provide refresher sessions as tasks change on the farm. 	
<input type="checkbox"/> Organizational rules/enforcement <input type="checkbox"/> Right to refuse unsafe work <input type="checkbox"/> Emergency response <input type="checkbox"/> Accident/incident notification <input type="checkbox"/> Critical hazards <input type="checkbox"/> Health and safety policies	<input type="checkbox"/> Controls and safe work procedures <input type="checkbox"/> Worker responsibilities <input type="checkbox"/> Employer responsibilities <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Training requirements <input type="checkbox"/> Disciplinary policy

Orientation Sign off

Supervisor Signature

Worker Signature

Date Complete