

Safety training checklist for the agriculture business

Employee's name: _____

Job assignment: _____

Date of hire: _____

____ New employee ____ Transfer ____ Rehire ____ Reorientation ____ Other (specify) _____

Purpose of orientation

Before you handle material and operate equipment, we will guide you through the facilities, giving special attention to the areas in which you will work. We will explain and demonstrate how to properly and safely use the tools and equipment you will operate. The demonstrations and explanations will display the safe and only way to work. We don't rely on common sense here, because we know everyone has different experiences. For you to understand how we do things on our farm, we are going to review the following items:

Safety program

- ☐ Read and review safety policy and rules.
- ☐ Explain how to report unsafe practices or conditions.
- ☐ Identify who is on safety committee and their role.
- ☐ Report all accidents, injuries, and incidents (no matter how minor) to your supervisor/ foreman immediately.
- ☐ Location of central information and SDS

Emergency action plan and first aid

- ☐ Procedures for reporting a fire or other emergency
- ☐ Fire prevention plan
- ☐ Procedures for emergency operation or shut down of critical equipment
- ☐ Explain how to get treatment.
- ☐ Show location(s) of first aid supplies, equipment, and facilities.
- ☐ Introduce first-aid-trained people.
- ☐ Identify decontamination site locations

Personal work habits

- ☐ Clean work area after each job.
- ☐ Review manual lifting rules.

Required personal protective equipment (PPE)

- ☐ Review how to obtain, care for, and use: eye and face protection, head protection, hand/leg/foot protection, chemical/pesticide protection, ear protection, and respiratory protection.

Provide instruction in:

- ☐ Hazard identification/JHA
- ☐ Hazard communication requirements
- ☐ Lockout/Tagout requirements
- ☐ Ladder use
- ☐ Fall protection
- ☐ Respiratory protection requirements
- ☐ Hearing loss prevention
- ☐ Employee access to OSHA 300 log
- ☐ Confined spaces entry
- ☐ Machinery/tractor operation
- ☐ ATV use
- ☐ Irrigation safety
- ☐ Driving policy
- ☐ Livestock safety
- ☐ Chainsaw safety
- ☐ Worker Protection Standard
- ☐ Restricted-entry information during chemical/pesticide application

Employee's signature

Date

Supervisor/manager's signature

Date--

Safety training survey

Employee's name: _____

Job assignment: _____

Were you given a safety orientation before you began work?

Who gave you your orientation?

When do you report accidents and incidents?

To whom do you report accidents and incidents?

Who is the safety committee member closest to your work area/position?

Where are employee first aid supplies located?

Who is trained in first aid in your area?

To whom do you report possible fire producing situations?

Where is the exit nearest to your work position?

Where is the best alternate exit if the nearest one is blocked?

Where are the SDS's located at your work site?

What personal protective equipment (PPE) must you wear? (List which tasks would require PPE.)

What three things need to be remembered when lifting anything?

List seven safety rules and expectations for our farm:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Follow up date: _____ at: _____ 30 days _____ 60 days _____ 90 days

Notes: _____

