WELCOME TO: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FARM

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name: | | | |
| Position (tasks): | | | |
| Date hired: | **Date of orientation:** | | |
| Person providing orientation (name and position): | | | |
|  | | | |
| TOPIC | **Initials** (trainer) | **Initials** (employee) | **Comments** |
|  | | | |
| General safety and health duties and responsibilities of employers, workers and supervisors |  |  |  |
| Worker right to know, participate and refuse unsafe work and right to protection from reprisal |  |  |  |
| Supervisor name and contact number provided |  |  |  |
| Procedure for reporting unsafe conditions/hazards in the workplace provided |  |  |  |
| Safety and Health Committee or the Worker Safety and Health Representative name(s) and contact numbers provided |  |  |  |
|  | | | |
| Safety and Health Bulletin Board location and contents |  |  |  |
| Safety and Health Policy |  |  |  |
| Working Alone Procedures including contact times/methods |  |  |  |
| Harassment Prevention Policy |  |  |  |
|  | | | |
| Emergency Procedures and Contact Information |  |  |  |
| Location(s) of first aid kit(s) and eye wash facilities |  |  |  |
| Means to summon first aid First aiders name and contact information, etc. |  |  |  |
| Procedure for reporting accidents/near-misses |  |  |  |
| Locations of emergency exits from buildings and meeting(muster) points in event of emergency |  |  |  |
| Locations of fire extinguishers |  |  |  |
| When and how to use a fire extinguisher |  |  |  |
| Prohibited or restricted area or activities |  |  |  |
| Hazards to which the worker may be exposed in the workplace, and any control measures undertaken to protect the worker |  |  |  |
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