



# New Employee Orientation

This checklist outlines the essential topics that must be discussed with all new employees before they begin work.

This list is based on New Brunswick Occupational Health and Safety legislation. You may use the checklist as a record of orientation completion.

**Employers are encouraged to expand this list to include workplace expectations specific to your workplace.** For instance, you should discuss your expectations, work hours, pay procedures, discipline policy, etc.

Remember, employees must not operate any equipment or machinery unless they have:

- received hands-on training on the equipment and machinery;
- received instruction on the required PPE for all equipment and/or machinery;
- demonstrated they are competent and can safely operate the equipment and/or machinery\*.

*\*Closely supervise new employees until they are confident and capable.*

Keep completed orientation and training records in the employee's personnel file for a minimum of three years.

Consider scheduling time with the new employee after their first full day of work to discuss any safety concerns they may have.

## Questions?

Visit [www.farmtalkcare.ca](http://www.farmtalkcare.ca) for more information on training, resources, and support.

## New Employee Orientation Checklist

<b>Employee Name</b>		<b>Date of Hire</b>	
<b>Name of Person Providing Orientation</b>		<b>Date of Orientation</b>	
<b>Supervisor Name</b>			
<b>Supervisor Contact</b>			

Topic	Description	Completed?
<b>Supervisor contact information</b>	Provide their supervisor's phone number.	
<b>Occupational Health and Safety Rights</b>	<p>Explain how occupational health and safety legislation grants employees three rights, and how this is applied in the workplace. These are:</p> <ul style="list-style-type: none"> <li>● the right to know,</li> <li>● the right to participate, and</li> <li>● the right to refuse unsafe work</li> </ul>	
<b>Occupational Health and Safety Responsibilities</b>	<p>Employees have legal responsibilities under the Occupational Health and Safety (OHS) Act. These are:</p> <ul style="list-style-type: none"> <li>● Comply with the OHS Act and regulations.</li> <li>● Conduct themselves in a safe manner and not put themselves or others at risk.</li> <li>● Report any workplace hazards.</li> <li>● Wear appropriate personal protective equipment.</li> <li>● Co-operate with WorkSafeNB and its health and safety officers.</li> </ul>	
<b>Farm Safety Rules</b>	<p>Explain the farm safety rules. These may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show up fit for work</li> <li><input type="checkbox"/> No use of cell phones</li> <li><input type="checkbox"/> No horseplay</li> <li><input type="checkbox"/> Ask questions if not sure how to do something</li> <li><input type="checkbox"/> Report hazards</li> <li><input type="checkbox"/> No riders allowed on tractors, other than operator</li> </ul>	

Topic	Description	Completed?
<b>Potential hazards</b>	Tour the farm and discuss associated work area hazards and safe work practices. Discussions may include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobile equipment: Do not approach moving equipment unless it is stopped and operator motions to come over.</li> <li><input type="checkbox"/> Tool inspection before use</li> <li><input type="checkbox"/> Confined spaces: Do not enter silos, manure tanks, unless properly trained. Identify other confined spaces on your farm.</li> <li><input type="checkbox"/> Proper lifting techniques</li> <li><input type="checkbox"/> Chemicals that are present on the farm</li> <li><input type="checkbox"/> Animal safety</li> <li><input type="checkbox"/> Heat (importance of drinking lots of water and taking breaks)</li> <li><input type="checkbox"/> Importance of proper housekeeping</li> <li><input type="checkbox"/> Protecting themselves from dust and mould</li> <li><input type="checkbox"/> Noise and hearing protection</li> </ul>	
<b>First aid and reporting of injuries and illness</b>	Show them where the <b>first aid kits</b> are located and tell them who the <b>first aid providers</b> are. Inform them who to report illness and injuries to, and what documents should be filled out.	
<b>Emergency Procedures</b>	Review <b>emergency procedures</b> for common farms risks, like; fire, in case someone becomes severely ill or injured, a chemical exposure or spill, a violent attack, etc. Show the employee where the <b>emergency plan</b> is kept.	
<b>Personal Protective Equipment (PPE)</b>	Discuss what personal protective equipment (PPE) must be worn as required by the work being performed.	
<b>Training</b>	Depending on the employee's role, provide in depth training on topics that are relevant to them. This may include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Safe machinery operation</li> <li><input type="checkbox"/> Working at heights</li> <li><input type="checkbox"/> Machinery maintenance (discuss safely locking out machinery)</li> <li><input type="checkbox"/> Entering confined spaces</li> <li><input type="checkbox"/> Safe chemical handling</li> </ul>	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_