



Nursery Worker Orientation

Check List

Employee Name: _____

Date Hired: _____

Date of Orientation: _____

Person Conducting Orientation: _____

Topic	Comments
1. Supervisor name and phone number given to employee	
2. Rights and Responsibilities <ul style="list-style-type: none"> a. Employer responsibilities – training, supervision, safe workplace b. Worker responsibilities – follow rules c. Worker right to refuse unsafe work d. Worker responsibility to report any safety concerns e. Worker responsibility to report all injuries 	
3. Workplace Rules <ul style="list-style-type: none"> a. Come fit for work, no drugs or alcohol, enough sleep b. Do not operate equipment or use chemicals unless you have been trained and authorized c. No riders on equipment other than the operator d. Wash hands before eating e. No horseplay f. Follow instructions, ask if you are not sure g. Wear protective equipment outlines by your supervisor 	
4. Known Hazards <ul style="list-style-type: none"> a. Lifting has been explained safe lifting techniques b. Slipping and tripping, importance of not rushing c. Drink lots of water when working in heat d. Violence in workplace e. Dust f. When working around mobile equipment, ensure eye to eye contact with driver g. Do not handle chemicals unless trained, there are MSDS sheets in a binder kept _____ for all chemicals on farm h. Let supervisor know if you are allergic to bee/wasp stings 	
5. Working Alone – not allowed, procedures in place for a few designated employees	



<p>6. Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> a. Closed Toe Shoes b. Eye Protection 	
<p>7. First Aid</p> <ul style="list-style-type: none"> a. Attendant: name and phone number: _____ b. All injuries and near misses must be reported to first aid attendant immediately c. First aid kits are located: _____ 	
<p>8. Emergency Procedures</p> <ul style="list-style-type: none"> a. Emergency poster with site information located: _____ b. Known location of nearest phone: _____ c. In case of an evacuation, leave via the nearest exit and wait in the front parking lot for row call d. Location of the fire extinguisher is: _____ 	
<p>9. Health and Safety Program</p> <ul style="list-style-type: none"> a. Review Health and Safety Policy b. Importance of crew meeting c. Worker Safety Representatives are <ul style="list-style-type: none"> i. ii. d. Workers Compensation Act and Occupational Health and Safety Regulations must be made available to all workers, ask supervisor to print section of interest or visit website http://www.worksafebc.com/publications/OHSRegulation/Home.asp 	

I have been explained and understand my rights and responsibilities as a new worker.

Employee Signature:

Please use the following *Nursery Worker Orientation* as a guideline to building your own nursery worker orientation.