Check-in procedures for all workers are to be established, and modified as necessary, by the supervisor. Such changes must be made known to the involved workers and documented. The higher the risk of the activity the shorter the determined interval of the time between checks.

***\*\*\*Review procedures below and edit for the specific needs of your farm as needed. List the titles, building names and specific methods your farm will use.***

* When engaged in an activity away from the main farm / office, or when engaged in an activity which isolates the worker in any way no matter where, the worker(s) will at pre-determined and agreed upon times via cell phone, SPOT locator/transmitter, radio establish contact with a pre-determined reliable party, such as a supervisor, family member or the switchboard at the office or a worker at the shop.
* All workers who will be in isolation must let the supervisor, employer or his designate or replacement when absent or a reliable party as noted above, know where they will be, what they will be doing and when they will return.
* The employer/supervisor is responsible for ensuring each worker knows the check-in procedures, including who to check-in with and what time.
* Frequent or continuous contact throughout the time apart or away or working in isolation or alone will constitute continuous monitoring and will be deemed to be a check in of the worker if there is an ongoing awareness of the workers location and status. i.e.: on a day with routine activities of low-risk, texting throughout the day will be continuous monitoring as the requirement would only be to check in start and end of shift.
* Low risk: check in will be start and end of shift
* Moderate risk: Check in will be start of shift, mid shift and end of shift
* High risk activity will be check in every 2 hours or less if the risk demands more
* When working in the vicinity of the main office area, each worker will check-in at designated break times (i.e., morning coffee, lunch, and afternoon coffee), either in-person, by cell phone, note or written notice or by radio contact, with their employer/supervisor (or designate).

**Shop & Office Personnel:**

* Workers in the shop and office are often working alone they will check in or be checked upon at each designated break **(**i.e. morning coffee, lunch and afternoon coffee), either in-person, by cell phone or by radio contact, with their supervisor (or designate).

