Nursery Worker



Orientation Checklist	
Name of Worker:	
Date Hired:	
Name of Person Conducting Orientation:	
Date of Orientation:	
Торіс	Comments
Supervisor name and phone number given to employee	
Rights and Responsibilities Employer responsibilities – training, supervision, safe workplace Worker responsibilities – follow rules Worker right to refuse unsafe work Worker responsibility to report any safety concerns Worker responsibility to report all injuries Workplace Rules Come fit for work, no drugs or alcohol, enough sleep Do not operate equipment or use chemicals unless you have been trained and authorized No riders on equipment other than the operator Wash hands before eating No horseplay Follow instructions, ask if you are not sure	
☐ Wear protective equipment outlines by your supervisor	
Known Hazards Lifting has been explained safe lifting techniques Slipping and tripping, importance of not rushing Drink lots of water when working in heat Violence in workplace Dust When working around mobile equipment, ensure eye to eye contact with driver Do not handle chemicals unless trained, there are MSDS sheets in a binder kept for all chemicals on farm	
☐ Let supervisor know if you are allergic to bee/ wasp stings Working Alone – not allowed, procedures in place for a few designated	
employees	
Personal Protective Equipment (PPE) ☐ Closed Toe Shoes ☐ Eye Protection	





First Aid
☐ Attendant: name and phone number:
☐ All injuries and near misses must be reported to first aid attendant
immediately
☐ First aid kits are located:
Emergency Procedures
☐ Emergency poster with site information located:
Known location of nearest phone:
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☐ In case of an evacuation, leave via the nearest exit and wait in the
front parking lot for row call
☐ Location of the fire extinguisher is:
Health and Safety Program
□ Review Health and Safety Policy
☐ Importance of crew meeting
☐ Worker Safety Representatives are
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Morkers Compensation Act and Occupational Health and Safety
☐ 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
Other Notes:
I have been explained and understand my rights and responsibilities as a new worker.
Employee Signature:
Supervisor Signature:



