

# Agricultural Seasonal Worker Orientation

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## GUIDELINES

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Oregon Occupational  
Safety & Health Division

## **Why use this booklet?**

This booklet is not mandatory, but Oregon OSHA provides it as an easy way to document your compliance with OAR 437-004-0240, “Safety Orientation for Seasonal Workers.” This rule is for agricultural employers who do not have formal safety committees but who need to train and inform their seasonal workers.

The purpose of worker orientation is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the agricultural workplace.

## **Accountability**

Management is responsible and accountable to provide adequate safety training, work oversight, enforcement of safety rules and a safe work environment. Everyone is responsible for their own behavior. The employer must hold employees accountable.

## **Orientation**

Keep records of the orientation meetings using the “Seasonal Worker Orientation” meeting record pages in this booklet. Keep the records for three years.

## **Identify, Report, and Correct Hazards**

During the course of work, when employees identify hazards that they cannot correct, they must promptly report them to the foreman or supervisor. Ideally, employees will immediately correct hazards. Doing so is crucial if the hazard could result in serious physical injury or death. Management should act swiftly to eliminate serious hazards beyond those that workers can correct themselves.

## **Educate and Train**

The supervisor will make sure, through discussion and demonstration, that all employees understand company safety rules, can apply safe work procedures, and can detect hazards, defects, and unsafe work practices. Management will know safety accountability, hazard identification principles, and accident investigation procedures.

The employer is responsible to ensure that employees receive the training they need to assist the employer in maintaining a safe and healthful workplace.

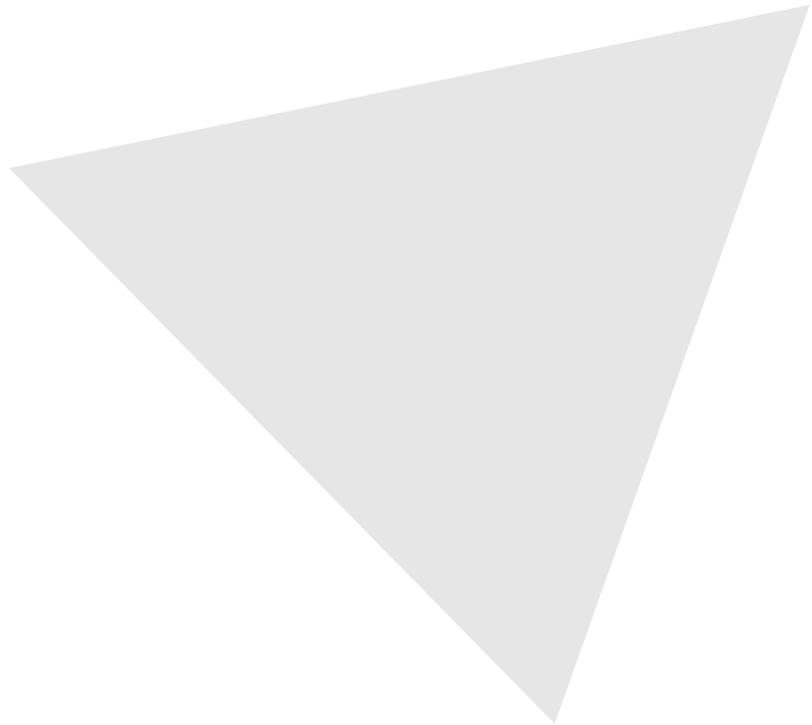
# Keys to Educating and Training the Safety Team

Safety training gives workers and supervisors skills to work safely.

- Training should be relevant to the work.
- Training teaches employees to recognize hazards and motivates them to do so.
- Training provides ways to prevent hazards and encourages employees to take such steps.
- Training explains company safety policies and rules and conveys employer expectations.

Open communication between workers and management is important to safety success. Encourage employees to do the following:

- Ask questions
- Bring up safety concerns
- Make safety recommendations
- Give regular feedback
- Become involved in evaluation of work site safety issues and be part of the problem-solving process.



# Accountability

## What is an “accountability system?”

An accountability system includes these elements:

- Company safety policy and rules
- A system of measurement that includes job site safety inspections
- A plan for positive recognition when employees meet or exceed expectations, and discipline when they fail to meet expectations.

All employees and managers must know that complying with company safety policies and rules is a condition of employment.

## What are employees held accountable for?

Employees are accountable for their behavior. They must be held accountable for complying with company safety rules, reporting injuries, and reporting hazards. If the employer empowers employees to correct hazards, then employees should be held accountable for that behavior also.

## What are employers held accountable for?

According to Oregon OSHA rules, employers are accountable for providing a safe and healthful workplace. This includes supplying safe equipment, tools, materials, and methods for workers. Employers are accountable for adequate employee safety training, regular supervision, and consistent and fair enforcement of safety policies and rules.

It's important that foremen enforce company safety policies and rules to prevent injuries, illnesses, or property damage. This will prove more effective than blaming workers for failures.

## Keep it Simple

The “Seasonal Worker Orientation” pages included in this publication fulfill the OSHA requirements for records.

# Sample Orientation Meeting

- **Gather employees at the start of work.**
- **Preview work assignments.**  
Emphasize safety precautions associated with the work.
- **Ask employees for feedback.**  
Good communication involves everyone in the process.
- **Follow through with appropriate actions.**  
Make sure management is aware of safety problems. Find out what is being done to correct them. If the company employs workers at multiple worksites, there must be effective communication so that everyone knows what hazards exist.

# Seasonal Worker Orientation

Location \_\_\_\_\_

Date \_\_\_\_\_ Number of workers \_\_\_\_\_

Discuss work assignments (i.e. precautions, warnings, hazards): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Hand out OR-OSHA publication 440-1951, "Safe Practices – Working with Hazardous Agricultural Chemicals" to each worker covered by OAR 437-004-9800, Hazard Communications and/or the Worker Protection Standard for Agricultural Chemicals.

Employer's safety and health rules for the work seasonal employees will do: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The employer's procedures for workers to contact supervisors or managers in case of accident, illness or problems related to safety or health: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The employer's procedures for treatment of injured or sick workers and the summoning of emergency assistance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The location of posted safety and health information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Training conducted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Call the OR-OSHA Resource Center, (503) 378-3272, or (800) 922-2689, to order this free publication.



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# OR-OSHA Services

OR-OSHA offers a wide variety of safety and health services to employers and employees:

## Consultative Services

- Offers no-cost on-site safety and health assistance to Oregon employers for help in recognizing and correcting safety and health problems in their workplaces.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, new business assistance, and the Safety and Health Achievement Recognition Program (SHARP).

## Enforcement

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.
- Inspects places of employment for occupational safety and health rule violations and investigates workplace safety and health complaints and accidents.

## Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all OR-OSHA occupational safety and health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health standards and programs.
- Operates a Resource Center containing books, topical files, technical periodicals, a video and film lending library, and more than 200 databases.
- Manages the Worksite Redesign Grant Program, which awards grants to develop and implement solutions to workplace safety, health, and ergonomic problems.

## Public Education & Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Coordinates and provides technical training on topics like confined space, ergonomics, lockout/tagout, and excavations.
- Provides workshops covering basic safety and health program management, safety committees, accident investigation, and job safety analysis.
- Manages the Voluntary Protection Program and the Safety and Health Education and Training Grant Program, which awards grants to industrial and labor groups to develop occupational safety and health training materials for Oregon workers.

## For more information, call the OR-OSHA office nearest you

(All phone numbers are voice and TTY.)

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*Consultation:* (503) 229-6193

### Salem

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*Consultation:* (541) 276-2353

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**[www.orosha.org](http://www.orosha.org)**

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