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| **General Information** | | |
| **Employe Name:** |  |
| **Date of Hire:** |  |
| **End Date of Hire:** |  |
| **Position:** |  |
| **Supervisor Name:** |  |

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| **Preparation Checklist** | | |
| **Yes** | **No** | **Description** |
| ☐ | ☐ | Training & Certifications collected & verified for all required use of equipment/type of work |
| ☐ | ☐ | Onboarding plan and on-the-job training/job specific training plan developed and assigned for responsibility |
| ☐ | ☐ | H&S Orientation & tour of worksite planned |
| ☐ | ☐ | Identify new employee supervisor & responsibilities |
| ☐ | ☐ | PPE requirements outlined & training in use, care & maintenance planned |
| ☐ | ☐ | Formal Hazard Assessments for all job tasks ready for new employee review |
| ☐ | ☐ | Emergency Response procedures and site-specific emergency response procedures |
| ☐ | ☐ | Working Alone requirements & procedure ready for review |
| ☐ | ☐ | Identify any outstanding training and/or certifications required and include in plan |
| ☐ | ☐ | Identify if WHMIS Training is required and include in plan |
| ☐ | ☐ | Emergency Contact information identified and held with HR |
| ☐ | ☐ | HSE Committee or HSR Rep identified and outlined on how to access |
| ☐ | ☐ | Provide [MSI Warm-up Guide](https://amhsa.devcogroup.com/wp-content/uploads/2020/09/MSI-Dynamic-Movement-Guide-Presentation-Frontline-Workers-August-13-2020-LR.pptx) |
| ☐ | ☐ | Provide [Working in Hot Temperature Toolbox Talk](https://amhsa.devcogroup.com/wp-content/uploads/2020/08/MSI-Hot-Temperature-Heat-Exposure-Toolbox-Talk-07.22.2020.docx) |
| ☐ | ☐ | Provide [Vehicle Movement Safety Toolbox Talk](https://amhsa.devcogroup.com/wp-content/uploads/2024/02/Crushing-Hazard-Vehicle-Movement-02.16.2024.docx) |
| ☐ | ☐ | Identify other resources for type of work/environments to collect & have ready for review |
| ☐ | ☐ | Schedule regular (safety) check-ins with employee |

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| **Notes** |
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| **Follow Up Items** | | | | |
| **#** | **Action** | **Accountable** | **Target Date** | **Completion Date** |
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| **PPE List** | | | | |
| **Item** | **On Hand** | **Need to Order** | **Employee Provides** | **Person Responsible** |
| Eye Protection |  |  |  |  |
| Hearing Protection |  |  |  |  |
| Hand Protection |  |  |  |  |
| Head Protection |  |  |  |  |
| Appropriate Footwear |  |  |  |  |
| Respiratory Protection |  |  |  |  |
| High visibility clothing |  |  |  |  |
| Sunscreen/Insect Repellent |  |  |  |  |
| Add item |  |  |  |  |

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| **Seasonal Workers – Start Safe, Stay Safe** |
| 1. Seasonal workers are vital to your community’s spring and summer operations, but they also face increased risks. Ensure they start safe and stay safe. 2. Vulnerable workers—those who are young, new to the job, aging, or from migrant/immigrant backgrounds—are disproportionately injured in the workplace. 3. In recent years, preventable injuries and fatalities have occurred during seasonal employment periods. You have the power to change that. 4. AMHSA resources, tools, and training programs are designed to support you in onboarding seasonal workers safely and confidently.   AMHSA Injury Reduction Campaign Resources   * [Line of Fire Safety](https://amhsa.devcogroup.com/line-of-fire/) * [Musculoskeletal Injury (MSI)](https://amhsa.devcogroup.com/musculoskeletal-injuries-msi/) * [Aquatic Health & Safety Awareness](https://amhsa.devcogroup.com/aquatic-awareness/) |