

# **Agricultural Seasonal Worker Orientation GUIDELINES**



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# About this guide

This guide makes it easy for you to document compliance with *OAR 437-004-0240*, “*Safety orientation for seasonal workers*,” which applies to agricultural employers who do not have formal safety committees but who need to train and inform their seasonal workers about safety matters. A safety orientation brings seasonal workers and managers together in a cooperative effort to promote workplace safety and health. Here’s how to get the most out of your safety orientations.

# Be accountable

All employees – including supervisors and managers – must understand that complying with company safety policies and rules is a condition of employment.

## Employers' responsibilities

Employers are responsible for providing adequate safety training, enforcing safety rules, and maintaining a safe work environment for their workers. This responsibility includes supplying workers with safe equipment, tools, and materials. Supervisors are also responsible for enforcing safety rules and for developing proper attitudes for workplace safety among those they supervise.

## Workers' responsibilities

Workers are responsible for complying with company safety rules and for reporting injuries and hazards to management. Those who have the authority to correct hazards must do so promptly or report them to a supervisor. Making management aware of a hazard is crucial if the hazard could result in serious physical injury or death. Management should act quickly to eliminate serious hazards that workers can't correct themselves.

# Ensure that workers are properly trained

Employers are responsible for ensuring that workers receive the training they need to do their jobs safely and to help maintain a safe workplace. Why is training important?

- Training teaches and motivates workers to recognize hazards.
- Training improves workers' and supervisors' safe-practice skills.
- Training teaches workers how to prevent hazards.
- Training explains company safety policies and conveys employer expectations.

Encourage workers to ask questions, bring up safety concerns, and suggest ways to correct hazards during training sessions.

# Document safety orientation meetings

Use the “**Seasonal worker orientation meeting record**” in this booklet to document your meetings. Keep the records for three years.

## What to do during a safety orientation meeting:

- **Review work assignments.** Emphasize hazards and safe practices associated with the work.
- **Ask for questions.** Good communication involves everyone.
- **Find out what is being done to correct existing hazards** and make sure management is aware of workers’ safety concerns.

Don’t forget to inform workers at other sites about what was discussed at safety orientation meetings.

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# Oregon OSHA Services

Oregon 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 help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

## Enforcement

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

## Appeals, Informal Conferences

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

## Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all Oregon 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, and a video lending library.

## Public Education & Conferences

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

For more information, call the Oregon OSHA office nearest you. (All phone numbers are voice and TTY.)

### Salem Central Office

350 Winter St. NE, Rm. 430  
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**Web site:** [www.orosha.org](http://www.orosha.org)

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1340 Tandem Ave. NE, Ste. 160  
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### Bend

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### Medford

1840 Barnett Road, Ste. D  
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