

Appendix III: Safety Orientation Checklist FARM/SHOP

Department Safety Program, Crop and Soil Sciences, Washington State University

Employee: _____ Supervisor: _____

- ___ 1. All employees must have completed the GENERAL Safety orientation before this checklist is completed.
- ___ 2. Employees are expected to read and know the Spillman Farm rules (Appendix XII).
- ___ 3. All employees must be instructed on the proper use of safety goggles and other personal protection equipment.
- ___ 4. All equipment and tools are not to be used without proper instruction.
- ___ 5. Employees are to be trained in the proper operation of tractors, and should be familiar with the instruction manual
- ___ 6. Spillman Farm maintains a speed limit of 20 mph. Violators will be prosecuted.
- ___ 7. The location of fire extinguishers must be known. Look now.
- ___ 8. All employees at the Farm MUST have Worker Protection Standard (WPS) certification (see page 29 of the Department Safety Program). See your supervisor / WPS bulletin board.
- ___ 9. All employees must know the location of pesticide/herbicide records, MSDS, and information. See WPS bulletin board.
- ___ 10. Only certified and trained employees may use agricultural chemicals and only in accordance with the state and federal laws. Make sure NO ONE comes in contact with these chemicals.
- ___ 11. All chemical use MUST be approved by the Farm Manager and recorded on the WPS bulletin board. Notify all Farm users via email at least 24 hr before chemical application. Be sure caution flag at the farm entrance is activated before application.
- ___ 12. All non-public highway trucks and motorized equipment must have a fire extinguisher and seat belts. Farm equipment must be inspected periodically for worn, broken, or cracked parts and must be repaired or parts replaced at once.
- ___ 13. Guards, shields, and protectors must be in place and operable on machinery with external moving and/or rotating parts.
- ___ 14. Mowers and similar equipment must be turned off before mounting and dismounting.
- ___ 15. Tractor operators must disengage the PTO (power take-off) before dismounting to clean or adjust any PTO-driven equipment such as flail mower, rotary mower, power sprayer, rotovator, etc.
- ___ 16. When moving equipment and machinery over 8 feet wide on highways, employees must place slow moving vehicle signs on the back of the implement and there should be a lead car with a wide load sign and four-way flashers operating.

- ___ 17. Proper lighting is essential in equipment storage areas to minimize injury from obstacles protruding from stored machinery. Equipment is to be stored in an organized manner so walk-ways can be maintained between equipment.
- ___ 18. When running engines in the shop, or using a gas or electric welder, the in-shop exhaust system must be in operation to remove hazardous carbon monoxide.
- ___ 19. All tractors and crawlers must comply with the roll-over protection and seatbelts standard (WAC 296-306-200-275).

I have been introduced to all points in this safety check list and fully understand them.

Employee Date Orientation Supervisor Date