

Seasonal Workers Orientation Advisory & Checklist

Background

Seasonal employees provide a tremendous service to the local municipalities that hire them to address the increased workload associated with the management of parks and athletics fields during the summer months as well as other projects that need to be done. These workers also create a challenge for those responsible for worker safety as well. These challenges include dealing with employees that have little or no experience being thrust into work situations that have potential hazards and exposures. Many of these employees may also be under the age of 18 and have restrictions upon what work activities they may perform and the hours during which they can work. Because of their inexperience or lack of workplace knowledge, seasonal workers should receive careful attention from employers to protect them from workplace risks. This involves identifying the things that can cause injury or harm, for instance: unguarded machinery, exposure to chemicals or flammable substances.

Seasonal workers are protected by the same regulations that apply to regular or full time workers under the Public Employee *Occupational Health and Safety Act*. Employers are required by law to provide sufficient orientation, job training and supervision to ensure that all workers - including seasonal employees - can work safely.

A thorough and effective safety orientation and training program can provide the tools young and inexperienced workers need to ensure a safe and healthy summer. It's an investment that starts with the right attitude - and pays off with safer employees.

Orientation for Seasonal Employees

The short-term tenure of the seasonal employees does not allow for the gradual formal training provided to full-time permanent employees so the initial orientation becomes more critical. Prior to any work assignments, the new or returning seasonal employee should meet with a Supervisor to review the attached checklist to ensure that the employee is properly prepared to perform their assigned tasks safely and to comply with the safety programs in place for the Municipality.

During the orientation, the employee should be encouraged to ask questions about any issues that he or she is unsure about prior to performing any task. The safety of the new or temporary employee is the responsibility of the department supervisor. The supervisor must make it clear to the employee that following proper safety measures is an expectation of management and not optional by the employee . . . or, "a condition of employment."



Any questions or concerns should be directed to the Risk Control Team at PMA Insurance Group:

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Seasonal Employee Orientation Checklist

- 1) Review Municipality's focus on worker safety and the expectation that all employees will follow established safety rules and procedures
- 2) Employees directed to report all unsafe conditions to their supervisor for corrective action to be taken
- 3) Employees directed to report all workplace injuries and incidents no matter how minor so that the incident can be reported promptly to PMAMC
- 4) Review the Municipality's Written Hazard Communication Program as well as the location of all MSDS and HSFS files
- 5) Review all Personal Protective Equipment issued to the employee and what equipment must be worn for each task the employee will be performing. This review should also include the care and maintenance of the PPE and how to replace it if necessary
 1. Proper Safety footwear for the tasks to be performed
 2. Safety Glasses to be worn when operating weed-whackers or line trimmers
 3. Hearing protection to be worn when exposed to combustion engines
 4. Hard Hats to be worn for overhead exposures
- 6) Review the need to be aware of blood borne pathogens and the Municipality's employee exposure control plan
- 7) Review the Municipality's Hazardous Energy Control Plan / Lockout –Tagout procedures
- 8) Review Proper lifting techniques to prevent back injuries including the need to get help for heavy objects, and the need to test the weight before trying to lift an object

IMPORTANT NOTICE - The information and suggestions presented by The PMA Insurance Group in this Risk Control Technical Guide are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.