

## Summer/ Seasonal Staff Training Self-Audit

Location:

Supervisor:

How many summer / seasonal (contract) staff did you hire?

### General Onboarding

How many staff were new this season and completed the online EHS Worker Health and Safety Awareness training? How many were returning staff?

New                      Returning

Did you have returning staff complete one of the following:

Online EHS Worker Health and Safety Refresher course? Or

Review and complete with them the form: [Worker Health and Safety Orientation?](#)

How many staff completed the modules of the online **Farm, Field and Landscape** training?

Which of the following modules do you request that they complete? Please check:

WHMIS – Workplace Specific Review (print and complete)

Farm related options:

Farm Safety – work with Animals (Option 1)

Field Safety (Option 2)

Landscaping /Groundskeeping Safety (Option 3)

Vet and Vet Tech Safety (Option 4)

Utility Vehicles - golf cart / gators, etc

Ticks

Heat Exposure and related illnesses

Noise

Respirators – use, wearing and seal check

Select any other EHS courses you required them to complete:

EHS Tractor Safety

EHS WHMIS Online

EHS Ladder Safety – the Basics

EHS Laser Safety

EHS Lab Safety

EHS X-Ray Safety

EHS Radiation Safety

Other (please list):

EHS Biosafety

Do you require that they provide you with a copy of the awards they receive to show completion of all safety training modules or courses?    Yes    No

If yes, how many of your summer / seasonal staff showed you their awards?

How many brought you their completed Workplace Specific WHMIS worksheet? (found in the online Farm, Field and Landscape Course)

What WHMIS product did they use to complete the questionnaire?

Additional topics you would like to see included in general onboarding materials?

### Equipment Training and Use

If **summer / seasonal staff** were hired to operate or assist on ride-on equipment, how many of them:

came with equipment experience?

had no experience on equipment?

operated tractors?

operated ride-on mowers?

operated ride-on feed carts?

Any other ride-on equipment? Please list equipment and number of seasonal operators:

Equipment

# New/summer staff

| Equipment | # New/summer staff |
|-----------|--------------------|
|           |                    |
|           |                    |
|           |                    |
|           |                    |

### Equipment Training:

Which of the following materials & methods were used to train new equipment operators? **Please check all that apply:**

Materials available (check to conform)

Departmental SOP

SOP – with photos

In-house video

Manufacturer supplied training video

Manufacturer's operator's manual

Training Steps employed (check to confirm)

Have new staff read the SOP / watch videos

Have a trainer explain the equipment controls in the unit or using pictures

Have new staff sit on equipment and explain equipment controls

Have new staff practice using equipment in an open environment, showing one task at a time, while observed

Assign specific tasks for new staff to demonstrate while observed

Give and get feedback on each step

Other:

Do you: (please check to confirm)

Pair up seasoned co-workers with new hires?

Connect new hires with safety reps and /or joint health and safety committee members?

Receive feedback from workers on progress of new hires?

Act on any feedback, if received? Describe (in the space provided below)

Host team meetings and safety talks regularly? If so, frequency:

Please indicate any other steps taken for equipment training not suggested above:

Do you have any suggestions for additional support from EHS?

Improvements for next year:

Please submit to [mcooper@uoguelph.ca](mailto:mcooper@uoguelph.ca)