

Seasonal Hire Checklist

Item	☑ = O.K.	X = Action Required	Description of Problem & Action To Be Taken	Responsible Person	Completion Date
Is the seasonal hire worker going to be under your direct control?					
Have you documented the specific requirements of the tasks to be performed by seasonal hires?					
Have you agreed on a way to match your job skill needs with the individual seasonal worker or staffing agency?					
Have you inducted seasonal hires in the task, site, and procedures to be used?					
Have you identified the on-the-job training the seasonal hire will receive?					
Will you perform regular checks to ensure seasonal hires are following policies and procedures?					
Have you informed seasonal hires about any known hazards or high-risk work or work environments?					
Does the seasonal hire understand the process for reporting hazards, faulty equipment, accidents, and near misses?					
Have you provided the seasonal hire with details instructions that enable them to perform their tasks safely?					
Have you trained seasonal hires on any personal protective equipment that will be required?					
Will you include seasonal hires in any consultation about occupational health & safety issues?					