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## Before Arrival

### ❑ Draft or Review

- [Anti-Discrimination policy](#)
- [Farm Emergency plan](#)
- [Disaster preparedness plan](#)
- [List of Important Numbers](#)
- [Employment Terms & Conditions and additional assurances](#)
- Training Needs (*i.e.*, new equipment, new processes, etc.)



### ❑ Put up required Postings

- [Migrant and Season Agricultural Worker Protection Act](#)
- [Employee Rights Under the Fair Labor Standards Act](#)
- [OSHA Job Safety and Health](#)
- [Employee rights under the H-2A Program](#)
- [Worker Rights and Responsibilities](#)
- [Worker Concern Helpline](#)
- [Terms and Conditions of Occupancy](#)



### ❑ Inspect Housing & other work facilities & make needed repairs

- Review housing rules & expectations
- [Check barns for repairs and conduct safety inspections](#)



### ❑ Prepare Field Sanitation

### ❑ Purchase applicable Personal Protective Equipment (PPE)

### ❑ Inspect vehicles used to transport workers

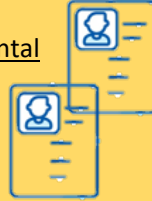


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## Arrival

### ❑ Complete with Worker(s)

- [Form I-9](#) (*promptly return personal documents upon completion*)
- [Required information & parental consent for minors](#)
- Emergency contacts
- [Farm Roster](#)



### ❑ Review with Workers & Provide Copies

- [Terms and Conditions of Employment \(English\)/ \(Spanish\)](#)
- [Worker Concern Process and Documentation](#)
- [Anti-Discrimination Policy](#)
- [Farm Emergency Plan](#)

### ❑ Obtain and Keep for all H-2A labor:

- Copy of ETA 790(s) & ETA 790A(s)
- Copy of the ETA 9142

### ❑ Obtain and Keep for all FLCs or H-2ALCs:

- Copy of FLC or H-2ALC License
- Proof of Workers Compensation
- If H-2ALC, copy of contract between grower and H-2ALC
- If H-2ALC, proof of Surety Bond

### ❑ Train Workers

- Review the location & use of employer provided personal protective equipment (PPE)
- Review COVID-19 protocols and prevention tips
- Complete Worker Training on required [Farm Safety](#) and [Crop Integrity Topics](#) & have workers sign documentation



### ❑ Transportation Orientation

- Review any transportation rules or expectations.
- Obtain and keep all necessary transportation documentation from anyone transporting workers:
  - [Doctor Certificate](#)
  - Driver's license
  - Insurance

### ❑ Housing Orientation

- Review any housing rules or expectations.
- Review the location & use of cleaning supplies

## SAFETY



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## Working on Farm

### ❑ Maintain Records

- Time records
- [Wage Statements](#)
- [OSHA 300 Accident Forms](#)
- [Vehicle inspection log\(s\)](#)
- Disciplinary records
- H-2A: Records of work hours offered (*for purpose of ¾ guarantee*)



### ❑ Maintain Housing

- Inspect housing for repairs and cleanliness



### ❑ Conduct Barn Safety Inspections

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## Departure or Termination

### ❑ Complete Requirements for H-2A labor:

- Check that ¾ guarantee was met
- Provide payment for outbound transportation

### ❑ Maintain Records

- [Worker Abandonment & Termination Record](#)

