Ask your supervisor

Use this sheet before your first task. Ask the person responsible to show you the actual place, equipment and plan. Type in the boxes or print and write.
Allow 30–60 minutes total for the online orientation and the walkthrough with your supervisor.

Worker / crew member

Supervisor / skipper / crew lead

Workplace, work area or vessel

Walkthrough date

01 / My assignment

What is my first task? What must I leave for someone else?

Show me the safe route, waiting place and areas I must stay out of.

Which PPE fits this task? Where is it kept, checked and replaced?

Who can stop the task? Who answers questions if my usual lead is away?

Try saying, “I have not done this here. Can you show me where to stand and how we will signal before work starts?”

Find it together

Walk or point it out on the actual site or vessel. If an item does not apply, record what the crew uses instead. Keep unanswered questions open.

02 / Emergency arrangements and chemicals

How do I raise the alarm, report an injury or near miss and reach the lead?

What location do I give responders? Which gate, dock, landing or pickup point?

Where is the first aid kit and who can give first aid? How do we get help?

Where are the extinguishers, escape routes and meeting point? What is my role?

Show me the radio or phone plan, backup contact and missed check-in steps.

Where are labels, safety data sheets (SDS) and wash supplies? Who explains them?

If pesticides are used, ask who confirms treated areas, entry times and required precautions.

Make it fit your work

Choose the prompts for the work you will actually do. Ask for a demonstration from a safe place. Use a second sheet if your task or work area changes.

03 / Choose your work setting

Crop or field crew
Show me the machine travel route and the limits of any treated field.

Livestock or aquaculture
Where can an animal pin me? What is the safe route beside a tank or pond?

Forestry or logging
Who controls entry to the landing? How do I get a confirmed all-clear?

Commercial fishing
Show me the clear deck route, flotation gear and person-overboard alarm.

Hunting or trapping
Where is the active area? How do we confirm positions and a return time?

Contract or support crew
Who at the host site and on my crew must agree on the work area and signals?

What did the lead show me? In my words, when will I stop and ask?

What still needs to be shown or fixed? Which task will wait?

Who will follow up?

When will we check back?

This sheet records a conversation. The employer provides task instruction, verifies protections and decides when a worker may begin.