

Appendix 3.3

Field Supervisors Daily Checklist for **Farm name.**

Field Location: _____

Date: _____

√/Date	Item	Comments / Corrections
	All new workers complete orientation, get brochure, and sign roster	
	Water containers are filled from potable drinking water.	
	All employees are clean. Sick or injured employees asked to report to supervisor. Sick workers reassigned.	
	Employees wash hands before starting work, after breaks.	
	Break areas designated. Restrooms are clean and fully supplied. No leaks.	
	First-aid kits available. Supplies for cleanup of contamination and body fluid spills available.	
	Visual inspection of water sources and sewage system does not indicate areas at risk for contamination.	
	Areas with evidence of animal activity, flooding, or other contamination have been documented with Notice of Unusual Events/Problems and Corrective Measures	
	Harvesting tools and containers are properly stored and clean and in good repair.	
	Harvesting machinery is clean and free from excessive dirt and mud, dripping lubricants, or fuel. Light bulbs, glass, and plastic are protected to avoid contaminating produce in case of breakage.	
	Pesticide spray equipment visually checked for damage.	

Signed _____ Date _____

List the items needing follow up on the **Notice of Unusual Events/Problems and Corrective Measures** and attach to this document.