

## Labor Management Checklist

	In Place Now	Working on it	Not done - Need it	Don't Need it
I know some basic personal information about each of my employees (Name, where he/she is from, general family information)				
I have read, listened to, or seen media that gives me insight into the lifestyle and culture of my employees				
I know at least three cultural and/or lifestyle differences between American and Latino workers that might impact how each group might respond in certain situations				
I have made at least three changes in how I interact with my Latino employees based on this knowledge				
I clearly define coworker/boss/supervisor roles				
Changes on the farm are communicated by myself and/or the manager or an interpreter directly to the workers impacted by the changes				
I pay attention to the body language of my employees				
Once I have asked an employee to do a task or make a change I ask the worker to explain back what I have said or demonstrate that he/she understands				

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If I notice that an employee is not performing a task as I had requested I explain the task again and/or demonstrate what I want done. If I feel he/she does not understand I contact an interpreter to ensure understanding				
When possible, I or other family members help arrange visits between my employees and nearby relatives and friends				
I get to know my employees by trying to converse about things unrelated to the employment.				
When possible upon hiring a new employee that will be living with other employees I communicate with the current employees to try to take into consideration their opinions or requests for hiring				
I give my employee time off to attend special events such as Spanish mass, birthday parties, soccer games, Mexican Consulate visit.				
I gather basic information from potential employees (name, previous work experience, work experience related to job, knowledge or training related to job)				
I provide all potential employees with basic information about the job such as a general job description, farm policies, hours, time off, pay, and other benefits)				
I speak to at least one former employer of a potential employee to gauge work experience, skill level, and ability to work with others				

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I have job descriptions for all hired positions on the farm				
I have a job description in English and Spanish for all positions that are filled by or may be filled by a native Spanish speaker				
I have a plan in place for providing new employee orientation to each new employee as he/she begins their job				
I complete a new employee orientation to each new employee within 2 days of his/her beginning the job.				
If the employees native language is Spanish I have an interpreter present to complete new employee orientation with me				
I post appropriate signs alerting employees of work site hazards. These are in English and Spanish.				
I provide OSHA approved safety training to all farm workers. This is provided in Spanish to those workers who speak Spanish as their native language				
I utilize OSHA training checklists for each job to ensure farm workers receive appropriate training.				

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I have set goals for safety and track success.				
I reward my employees when safety goals are met.				
I have posted Emergency contact numbers in the barn by the phone				
I have reviewed an emergency plan with my employees. I have done this with the help of an interpreter for my Spanish speaking employees.				
I have an interpreter that I have an agreement with to assist me in communication matters regarding the job, the home, health and other general needs of my Spanish speaking employees				
Standard Operating Procedures (SOPs) are readily available, and in many cases posted, in the native languages of employees assigned animal care responsibilities.				
I have identified and prioritized trainings important for the various positions on the farm				
Documentation exists of employee training for new and existing employees at least on an annual basis.				
I hold monthly interpreted meetings with non-English speaking employees to ensure good communication and allow for detailed conversations about job performance, cow health and other job related issues				

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I have written house maintenance guidelines and expectations in English and Spanish				
When there is a transition with employees I ensure the housing is up to the cleanliness and maintenance standards I expect a new employee to uphold				
I review house maintenance guidelines and expectations with each new employee within a week of his/her start date				
I conduct a housing inspection with each new employee when they begin their employment				
I conduct bi-weekly housing inspections				
Emergency numbers are listed in a prominent place in the house				
I provide each new employee with a comprehensive bilingual food list				
I, or my family, has a health care plan in place in the case of a sick or injured employee				
I have a shift coverage plan in the event of an injury or illness of one of the employees				
<input checked="" type="checkbox"/> _____				
_____				