

EEEC CHECKLIST

All Agriculture Employers (growers and farm labor contractors) is to have the following:

- A. FIELD SANITATION
- a. One portable toilet per 20 people (same sex). Additional portable toilet needed if one or more members of the opposite sex are part of that 20 people.
 - b. Hand washing facility located in close proximity to toilet facility; a minimum of 15 gallons of potable water tank labeled “Not for Drinking”.
 - c. Paper towels, hand soap and toilet paper for entire crew available at all times.
 - d. Cool drinking water and single use disposable cups available.
 - e. First Aid Kits (signed off by a Doctor as per OSHA regulations)
 - f. Heat stress training.
- B. STATE LABOR STANDARDS (Department of Labor Standards Enforcement)
- a. Have required up to date posters posted at work site.
 - b. Meet minimum wage and overtime requirements as per IWC.
 - c. Follow all laws under appropriate IWC orders for job performed (orders 8, 13, 14) such as hours, break and meal periods, tools, etc.
 - d. Piece work rate must meet the appropriate minimum wage.
 - e. Workers Compensation
 - f. Payroll records: daily time sheets (showing meal periods), check registry, etc.
 - g. Child labor laws.
 - 1. Permit on file for minor to work and be employed (school permit required prior to employment).
- C. SAFETY PROGRAM SB-198 (OSHA)
- a. Written training program
 - b. Safety meetings with employees
 - c. Hazardous communication information for employees working in the field (A-9) and handling and application of pesticides (A-8).
 - d. Emergency phone and facility notice posted (for medical emergencies and help).
 - e. Heat Illness Written Procedures
- D. UNITED STATES DEPARTMENT OF LABOR (U.S. D.O.L.)
- a. Agricultural employers who supplies transportation for field employees should follow the MSAWPA and CA vehicular code.
 - b. Farm worker housing-meets Federal and State Health and Safety Standards.
 - c. Post the Migrant and Seasonal Agricultural Worker Protection Act poster.
 - d. Follow all child labor laws.
 - e. Current I-9 Forms (All employers must have their employees complete the I-9 & retain all forms for 3 years).
 - f. Hand out 516 form of the MSAWPA (the terms and conditions sheet) to each employee.
- E. EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)
- a. Unemployment Insurance.
 - b. Disability Insurance.
 - c. Employment and Training tax (ETT)
 - d. Personal Income Tax withholding (PIT), if applicable.
- F. STATE FAIR EMPLOYMENT AND HOUSING
- a. Provide handout and training on sexual harassment.
 - b. Follow State and Federal wage & hour requirements
- G. WHEN EMPLOYING SERVICES OF A FARM LABOR CONTRACTOR
- The FLC needs to have the following items:
- a. Appropriate State Bonds.
 - b. Current Workers Compensation Insurance.
 - c. Current State License – renewed each year.
 - d. Current Federal License- renewed every two years.
 - e. Foreman (crew boss) must have “Certificate of Registration” from the U.S. D.O.L.
 - f. Completed I-9’s on file.
 - g. Safety Program (SB 198) & current sign off sheet showing each worker was trained.
 - h. Payroll records: daily time sheets (showing meal periods), check registry, etc.
 - i. Supply the grower with itemized payroll each pay period as per State law.