

# HAVE YOU EVER WONDERED...

Is it possible to stay on top of the numerous Cal/OSHA and Human Resource Requirements?



Farm Employers Labor Service

**FELS**

Farm Employers Labor Service is a subsidiary of California Farm Bureau Federation



The FELS Human Resources Compliance Manual can help. In a single 3-ring binder, FELS has compiled key HR procedures and Cal/OSHA programs.

The manual covers:

- Accident and Return to Work Procedures
- Cal/OSHA Recordkeeping
- Discharge/Layoff of Employment
- Emergency Action and Fire Prevention Plan
- Employee Handbook
- Employment Forms
- Farm Labor Contractor
- First-aid Materials Approval Form
- Hazard Communication Program
- Housing
- Injury & Illness Prevention Program
- Lockout/Blockout Program
- Pesticide Hazard Communication
- New Employee Orientation
- Respiratory Protection
- Safety Sheets
- Workers' Compensation Insurance

The HR Compliance Manual is customized to your company. When you order the manual, you tell FELS your site-specific information, which is merged into the HR Compliance Manual.

The manual is well-indexed and divided into sections so you can easily find your IIPP, training records, and other documents a Deputy Labor Commissioner, Agricultural Commissioner or Cal/OSHA Inspector would want to see during an inspection.

Included with the manual is a Compact Disc (CD) containing the forms and safety aids referenced in the HR Compliance Manual. The CD also contains FELS Safety Sheets (English and Spanish), Internet links to employment forms and other HR resources.

**To order your customized HR Compliance Manual, call (800) 753-9073.**