

# Induction checklist

Employee's name :

Area	Element	Date	Initial
Introduction to the farm business	<input type="checkbox"/>	History of the business	
	<input type="checkbox"/>	Goals of the business	
	<input type="checkbox"/>	Culture and values (code of conduct)	
	<input type="checkbox"/>	The team (organisational chart)	
	<input type="checkbox"/>	The farm map	
	<b>Other:</b>		
Terms and conditions of employment	<input type="checkbox"/>	Position description	
	<input type="checkbox"/>	Probationary period	
	<input type="checkbox"/>	Hours of work	
	<input type="checkbox"/>	Leave	
	<input type="checkbox"/>	Pay amount, method, frequency	
	<input type="checkbox"/>	House set up – power and phone	
	<input type="checkbox"/>	Training needs, plan	
	<b>Other:</b>		
Paperwork	<input type="checkbox"/>	Contract or Letter of engagement - signed and copy for both parties	
	<input type="checkbox"/>	Tax declaration	
	<input type="checkbox"/>	Superannuation	
	<input type="checkbox"/>	Employee details form	
	<input type="checkbox"/>	Proof of qualifications, work permit (if not Australian), driver's licence, chemical users certificate, first aid, forklift licence etc	
	<input type="checkbox"/>	Bank account details	
	<input type="checkbox"/>	Reimbursements	
	<b>Other:</b>		

Area	Element	Date	Initial
Rosters, applying for leave	<input type="checkbox"/>	When rosters are available	
	<input type="checkbox"/>	Time recording	
	<input type="checkbox"/>	Reporting absences	
	<input type="checkbox"/>	How to apply for time off	
	Other :		
Company policies	<input type="checkbox"/>	Work clothing	
	<input type="checkbox"/>	Personal health and hygiene	
	<input type="checkbox"/>	Drug and alcohol policy	
	<input type="checkbox"/>	Anti-discrimination and harassment policy	
	<input type="checkbox"/>	Sexual harassment policy	
	<input type="checkbox"/>	Social media policy	
	<input type="checkbox"/>	Return to work policy	
	<input type="checkbox"/>	Disciplinary and grievance procedures , conflict management	
	<input type="checkbox"/>	Policy for when visitors/contractors are on the farm	
	<input type="checkbox"/>	Privacy	
	<input type="checkbox"/>	Personal visits, telephone calls etc.	
	Other :		
OH&S procedures	<input type="checkbox"/>	Personal protective equipment issued	
	<input type="checkbox"/>	Manual handling	
	<input type="checkbox"/>	Electrical safety	
	<input type="checkbox"/>	Chemical safety	
	<input type="checkbox"/>	Workshop safety	
	<input type="checkbox"/>	Working on your own - Communications	

Area	Element	Date	Initial
<b>OH&amp;S procedures cont.</b>	<input type="checkbox"/> Hazard, injury and accident procedures and reporting		
	Other:		
<b>Emergency procedures</b>	<input type="checkbox"/> Who to contact in emergency		
	<input type="checkbox"/> First aid stations / kits		
	<input type="checkbox"/> Fire safety equipment		
	<input type="checkbox"/> Emergency assembly points		
	<input type="checkbox"/> Evacuation procedure		
	Other:		
<b>Operating machinery</b>	<input type="checkbox"/> Tractors and attachments		
	<input type="checkbox"/> Quad bike, motor bike		
	<input type="checkbox"/> Chainsaw		
	Other:		
<b>Farm tour and general information</b>	<input type="checkbox"/> Telephone answering and messages		
	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> General tour, identification of hazards		
	<input type="checkbox"/> Computer systems		
	<input type="checkbox"/> Where staff notices and messages are posted		
	<input type="checkbox"/> Where manuals are located		
	Other:		

Area	Element	Date	Initial
<b>Introductions</b>	<input type="checkbox"/> Staff (their roles, responsibilities)		
	<input type="checkbox"/> Supervisors		
	<input type="checkbox"/> Owners, management		
	<input type="checkbox"/> Other people living on the farm		
	<input type="checkbox"/> Contractors, suppliers, vet		
	<input type="checkbox"/> Neighbours		
	<input type="checkbox"/> Local organisations, clubs		
	Other :		
<b>Introduction to the specific job tasks</b>	<input type="checkbox"/> Arrangements for walk through each element of job		
	<input type="checkbox"/> 'Buddy'		
	Other:		

Other comments:

---



---



---



---



---



---

Induction conducted by:  
(name)

---

Date of induction:

---

Employee's signature:

---