

Induction Checklist

Be prepared and plan the first few days for every new employee

The first few days on a new job can be daunting. Take the time to plan some induction activities for your new employee. Include:

- › introducing them to other staff and any important clients or suppliers
- › giving them the grand tour of your workplace, including Work Health and Safety and emergency procedures and exits, to make sure they know where to find everything they'll need to do their job
- › any formal or informal training, such as operating machinery
- › giving them time to find their way around and settle in.

As an employer, you will need to allow adequate time for yourself or a supervisor / manager to ensure new employees receive appropriate induction training and support, including all aspects of a workplace health and safety induction on the farm.

Staff induction activities should be designed to provide employees with the information they need to do their job effectively, enjoyably and safely.

No employee can walk into a new job and be fully effective from the first day – effectiveness grows with understanding of the farm and the details of its operation. Overall employees perform better, and are more likely to stay in the job longer, when they are clear about what is expected of them from the beginning. It is important to ensure that every employee receives appropriate induction training.

Step 1: Arrange a time with your new employee for an induction to the basics before you put them to work

The use of an induction program checklist ensures that all necessary areas are covered. Use the checklist to have everything in place before you meet with your employee and to schedule the various components, including booking time with other staff involved (e.g. the bookkeeper regarding paperwork) and various subcontractors.

Step 2: Meet and show your new employee around the farm

Induction continues until the probationary period is finished. Ask the new employee to sign the checklist after the induction program, and preferably before they start work, you will then have an acknowledgment that the employee has been shown the basics of the position.

Throughout the induction period:

- › explain the Farm Policies and Systems you use to manage farm safety and incidents that may occur on your farm such as accidents, injuries, emergencies or discrimination;
- › identify any training required;
- › allow your new staff member to ask questions, particularly if they don't fully understand something. Stress that no question is a dumb one. As an employer, you have a responsibility to be supportive
- › be supportive rather than just 'ticking the box' on induction.

Advice and templates regarding standard operating procedures and policies are available to help you develop your farm procedures and policies and keep necessary records of any incidents.

Visit www.thepeopleindairy.org.au/farm-policies-systems/farm-standard-operating-procedures.htm.

Induction Checklist

Employee's name:

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

Induction Checklist

Employee's name:

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

Induction Checklist

Employee's name:

Area	Action to be taken	Date	Initial
Emergency procedures	Who to contact in emergency		
	Trained first aiders		
	First aid stations / kits		
	Fire safety equipment		
	Emergency assembly points		
	Evacuation procedure		
	Other:		
Operating machinery	Milking machinery		
	Quad bike, motor bike		
	Chainsaw		
	Tractors and attachments		
	Other:		
Farm tour and general information	Dairy		
	Toilets and facilities		
	General tour, identification of hazards		
	Telephone answering and messages		
	Computer systems		
	Where manuals are located		
	Other:		
Work Health and Safety procedures	Staff (their roles, responsibilities)		
	Supervisors		
	Owners, management		
	Other people living on the farm		
	Contractors, suppliers, vet		
	Neighbours		
	Local organisations, clubs		
	Other:		

Induction Checklist

Employee's name:

Area	Action to be taken	Date	Initial
Introduction to the specific job tasks	Arrangements for walk through each element of job		
	'Buddy'		

Other comments:

Induction conducted by (name):

Date of induction:

Employee's signature: