

Safer Farms

Staff Induction Checklist

Name of Inductee:	
Person conducting induction:	
Date of Induction:	

1. Administration	Completed/Notes
1. Employment Agreement & Job Description signed, filed and copy given to employee IR330, Kiwisaver and Employee details form completed	
2. Introduction to the farm business and team	
3. Prepare accommodation and other resources (PPE, Tools, Vehicles etc)	
4. Prepare employee file	
5. Communication (team meetings etc)	
6. Rosters, Timesheets, Leave policy and procedures	

2. Health & Safety	Completed/Notes
1. Introduction to Health & Safety Policy & Emergency Preparedness Plan (copies given in induction pack)	
2. Work Rules & Code of Conduct and Yearly H & S Goals discussed	
3. Introduction to hazard & accident reporting	
4. Tour of farm identifying hazards, farm map given	
5. Location of first aid kits	
6. Fire Safety Equipment	
7. Location of tools and important items	
8. PPE, Dress Standards	
9. Smoking, Drugs and Alcohol	

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3. The Business	Completed/Notes
1. Our Goals and targets	
2. Values and Culture	
3. Key Stakeholders	

4. Performance	Completed/Notes
1. Performance Reviews	
2. Trial Periods	

5. Training & Development	COMMENT
1. On Job skills and knowledge	
2. Off-job courses	
3. Career Deveopment	

6.	Completed/Notes

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