

## CONTRACTOR/VISITOR INDUCTION CHECKLIST

### You need to ask Contractors/Visitors:






- Have they seen the **Induction Video**? (If not, show it)
- Do you understand the **expectations**? (If not show them)
- Are you suffering from **flu-like symptoms**?
- Have you been on **this farm** before?
- What will you be doing on farm?**
- Where do you want to go on the farm?**
- If doing work on farm, **what risks** will you be taking to get the job done?
- What 'controls'** will you use to reduce risks?
- Have they been you had sufficient training to do the work ? (do you have the appropriate licenses and training)
- What are **your contact details**? **Do you have an estimated time you will be on site?**

### You need to tell the Contractors/Visitors:

- The Expectations for visitors or contractors on the farm
- What the farm's **normal operations** are and **what's happening** during their visit
- What the **key hazards** are on site. Show them the **farm map** and highlight the current risks to their safety on farm to/from and in work area
- Show them the farm's '**No-Go Zones**' on the map
- Tell them the farm's **contact details** and who's in charge during their visit if the manager isn't there
- Tell them where there are **Kids on Farm** they must look out for
- Tell them the farm's **emergency procedures** and back-up plan if no phone coverage
- Ask them to report:**
  - any new hazards/ risks they observe and/ or make whilst on farm
  - any incidents or harm that occurs while on farm (including environmental and property damage)
  - any near misses
- Ask them to report/ phone/ text to the Farm Manager/Representative to **sign out before leaving**

After you have briefed Contractors/Visitors, get them to sign in, give them a copy of the farm map and inform all other farm staff they are on farm and what they're doing

### WE WILL ALWAYS...

-  Turn up ready for work, in the right state of mind, drug and alcohol free
-  Stop, think, and then do the task safely
-  Wear personal protective equipment (PPE) and choose the right equipment for the task
-  Choose the right vehicle for the task, conditions and skill level
-  Speak up when we see unsafe behaviour and hazards



- **New hazards** may have appeared on farm since your induction. Please review the safety notice board **each time you visit**
- **Do not enter** any areas unless authorised to do so
- **Speed limit** onsite is **30kms per hr**
- Always **wear a seat belt** while driving on farm
- **Wear your Hiviz** in designated areas so we can see you
- Watch out for our **kids on farms**

EMERGENCY CONTACTS		
Farm Manager	Assistant Manager	Farm Business Manager
Name:	Name:	Name:
Tel:	Tel:	Tel: