

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: