

## Staff Induction Checklist

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|-------------------------------------|--|
| <b>Name of inductee:</b>            |  |
| <b>Person conducting induction:</b> |  |
| <b>Date of induction:</b>           |  |

| <b>1. Administration</b>  | <b>Completed/Notes</b> |
|---|------------------------|
| 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   |                        |

| <b>2. Health &amp; Safety</b>  | <b>Completed/Notes</b> |
|--|------------------------|
| 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  |                        |



# Safer Farms

## Staff Induction Checklist

| <b>3. The Business</b>   | <b>Completed/Notes</b> |
|--------------------------|------------------------|
| 1. Our Goals and Targets |                        |
| 2. Values and Culture    |                        |
| 3. Key Stakeholders      |                        |

| <b>4. Performance</b>  | <b>Completed/Notes</b> |
|------------------------|------------------------|
| 1. Performance Reviews |                        |
| 2. Trial Periods       |                        |

| <b>5. Training &amp; Development</b> | <b>COMMENT</b> |
|--------------------------------------|----------------|
| 1. On Job skills and knowledge       |                |
| 2. Off-job courses                   |                |
| 3. Career Deveopment                 |                |

| <b>6.</b> | <b>Completed/Notes</b> |
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