

CONTRACTOR/VISITOR INDUCTION CHECKLIST

You need to ask Contractors/Visitors:

- 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 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

- **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**

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

Emergency contacts

Farm manager	Assistant manager	Farm business manager
Name:	Name:	Name:
Tel:	Tel:	Tel:

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



Presented by

