

Induction Schedule

NAME OF FARM



Area	Element	Date	Initial
Introduction to the farm business	<input type="checkbox"/> History of the business		
	<input type="checkbox"/> Goals of the business		
	<input type="checkbox"/> Culture and values (code of conduct)		
	<input type="checkbox"/> The team (organisational chart)		
	<input type="checkbox"/> The farm map		
	Other:		
Terms and conditions of employment	<input type="checkbox"/> Position description		
	<input type="checkbox"/> Probationary period		
	<input type="checkbox"/> Hours of work		
	<input type="checkbox"/> Leave		
	<input type="checkbox"/> Pay amount, method, frequency		
	<input type="checkbox"/> House set up – power and phone		
Other:			
Paperwork	<input type="checkbox"/> Contract or Letter of engagement - signed and copy for both parties		
	<input type="checkbox"/> Tax declaration		
	<input type="checkbox"/> Superannuation		
	<input type="checkbox"/> Employee details form		
	<input type="checkbox"/> Proof of qualifications, work permit (if not Australian), driver's licence, other licences such as chemical users certificate, first aid, forklift licence		
	<input type="checkbox"/> Timesheets & pay		
	<input type="checkbox"/> Bank account details		
	<input type="checkbox"/> Reimbursements		
Other:			
Company policies	<input type="checkbox"/> Report mistakes / ask questions		
	<input type="checkbox"/> Work clothing		
	<input type="checkbox"/> Personal health and hygiene		
	<input type="checkbox"/> Drug and alcohol policy		
	<input type="checkbox"/> Disciplinary and grievance procedures, conflict management		
	<input type="checkbox"/> Privacy		
Other:			

OH&S procedures	<input type="checkbox"/>	Personal protective equipment issued		
	<input type="checkbox"/>	Manual handling		
	<input type="checkbox"/>	Electrical safety		
	<input type="checkbox"/>	Chemical safety		
	<input type="checkbox"/>	Workshop safety		
	<input type="checkbox"/>	Working on your own - Communications		
	<input type="checkbox"/>	Hazard, injury and accident procedures and reporting		
	Other:			
Emergency procedures	<input type="checkbox"/>	Who to contact in emergency		
	<input type="checkbox"/>	First aid stations / kits		
	<input type="checkbox"/>	Fire safety equipment		
	<input type="checkbox"/>	Emergency assembly points		
	<input type="checkbox"/>	Evacuation procedure		
	Other:			
Operating machinery	<input type="checkbox"/>	Key storage		
	<input type="checkbox"/>	Pre & post operation procedures		
	<input type="checkbox"/>	Shut down procedures		
	<input type="checkbox"/>	Clean up		
	<input type="checkbox"/>	Storage		
	<input type="checkbox"/>	Quad bike, motor bike		
	Other:			
Introductions	<input type="checkbox"/>	Staff (their roles, responsibilities)		
	<input type="checkbox"/>	Supervisors		
	<input type="checkbox"/>	Owners, management		
	<input type="checkbox"/>	Other people living on the farm		
	<input type="checkbox"/>	Neighbours		
	<input type="checkbox"/>	Local organisations, clubs		
	Other:			
Introduction to the specific job tasks	<input type="checkbox"/>	Arrangements for walk through each element of job		
	<input type="checkbox"/>	'Buddy'		

