

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 WHS policies, 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 an 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.

New employees can complete online modules as part of their onboarding about safety on dairy farms and their responsibilities. This can occur before they arrive to work on the farm.

See Dairy Australia's *Starting a job in dairy* online modules: enlight.dairyaustralia.com.au

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 on-farm safety and incidents 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, stressing that no question is dumb
- be supportive rather than just 'ticking the box' on induction.

Advice and templates are available to help you develop your farm procedures and policies and keep necessary records of any incidents.

Note

The Farm Safety Manual complements the Employment Starter Kit initiative (ESKi) which contains more information about managing induction.

Visit thepeopleindairy.org.au/eski

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:			

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:		
WHS 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:		

Employee's name:

Area	Action to be taken		Date	Initial
Emergency procedures		Who to contact in an 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		
		Location of manuals		
	Other:			

Employee's name:

Area	Action to be taken		Date	Initial
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:		
Introduction to the specific job tasks		Arrangements for walk through each element of job		
		'Buddy'		
		Other:		

Other comments:

Induction conducted by (name):

Date of induction:

Employee's signature: