|  |
| --- |
| GENERAL EMPLOYEE INDUCTION CHECKLIST |

|  |
| --- |
| Employee's Name: ………………………………………………………………………… Start Date: .… / .… / ….  Position/Job: …………………………………………………………………………………. |
| **Introduction**  ❑ Explained layout and activities of the farm ❑ Explained expected duties |
|  |
| **Job Introduction**  ❑ Explained roles and responsibilities of people in the workplace  ❑ Explained health and safety policy and procedures (copy provided)  ❑ Explained how to report hazards  ❑ How to report health and safety issues   * Explained relevant hazards in the workplace & how they are controlled * Copy of farm Standard Operating Procedures provided   ❑ Introduced to other employees and any supervisor/manager  ❑ Introduced to employees with first aid qualifications and/or show location of first aid supplies  ❑ Shown the work area, toilet, drinking water and eating facilities.  ❑ Workers compensation claims procedure explained including claim forms completion |
| **Employment Conditions**  ❑ Work times and meal breaks ❑ Rates of pay and how payment is made  ❑ Time Sheet requirements ❑ Tax Declaration Form completed  ❑ Superannuation and other deductions explained  ❑ Leave entitlements ❑ Procedure for notification of sick leave/other absences |
| Conducted by: ……………………………………………………………………………. Date: …. / …. /  Employee Signature …………………………………………………………………… |