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| GENERAL EMPLOYEE INDUCTION CHECKLIST |

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| Employee's Name: ………………………………………………………………………… Start Date: .… / .… / ….Position/Job: …………………………………………………………………………………. |
| **Introduction**❑ Explained layout and activities of the farm ❑ Explained expected duties |
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| **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 …………………………………………………………………… |