

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