

# FACTSHEET

## A Checklist for Farmer Employers

July 2024

### A checklist of good practice when employing people on farms

This is a quick self-assessment tool that will help you better understand your human resources and health and safety farming practices. You can complete this online or print out and complete manually. Go through the list of questions and tick yes or no for each. Once you have answered all the questions, you will see the areas where your farm business may need further development.

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Do employees have access to good facilities for their breaks including shelter and drinking water?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is each employee trained in what to do in the event of an emergency or accident, and are these procedures visible?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have critical risks for the farm been identified with all employees, and a plan is in place to address them?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there a current and active risk register?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is personal protective equipment used by all employees whenever the task requires it?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do employees using agrichemicals, disinfectants, hazardous substances, or operating dangerous or complex equipment have adequate training (including licenses or certificates)?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do all of the employees including contractors have monthly health and safety meetings to discuss the risks and issues to actively promote the and support the safety of all people who work and live on the farm? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do all new employees undergo a health and safety induction?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is a signed health and safety policy statement available?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is an accident reporting procedure in place?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are hazardous substances correctly stored, labelled and used?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are workers over the age of 16 the only employees to work with hazardous substances?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is a time recording system in place that shows employees' daily working time, rest breaks/days, and public holidays?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are processes and procedures available and visible to ensure employees are able to comply with all animal welfare regulations and minimum standards?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does each employee receive at least minimum wage every week for every hour worked?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do all employees have legal entitlement to work in New Zealand?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do all employees have a signed and lawful employment agreement before they commence?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do all employees have access to their legal rights as employees?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Does each employee have an accommodation agreement (if living on-farm)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are all employees provided accurate payslips each pay and know how their wages are calculated?   | <input type="checkbox"/> | <input type="checkbox"/> |

## Red meat sector good practice

This covers the practices that are followed by employers who want their staff to be extra safe and engaged in the farming business and their own personal development.

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Do employees have time and energy for at least one regular off-farm activity?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are employees monitored to ensure they implement health and safety practices?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are machinery and vehicles maintained regularly and according to manufacturer recommendations?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are machinery and vehicles equipped with appropriate safety devices and instructions to operate safely?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do employees who work with chemicals or in noisy areas receive routine health surveillance (i.e. hearing, lung, skin and vision monitoring)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does a procedure exist that allows employees to make a complaint or a suggestion?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Most of the time (i.e. nine months a year), do fulltime employees work less than 48 hours per week?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do employees work a maximum of 60 hours per week fortnightly during critical periods?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do employees work ten hours per day or less?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have all employees taken their annual leave entitlement in the last twelve months?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the condition of accommodation assessed against a checklist, does it meet all tenancy law requirements and is it inspected regularly?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do employees know the farm's vision, goals and how it is tracking towards its targets?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do employees have clear individual targets/goals?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are employee targets and performance objectives regularly (~two monthly) discussed in both formal and informal conversations?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you have regular (~two weekly) team meetings where all employees contribute?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you follow recruitment processes equivalent to those in the Beef + Lamb New Zealand HR toolkit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Does each employee have a training plan which is regularly reviewed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Has each employee completed appropriate off-farm training and development?  | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered 'No' to any of the questions above, you may be interested in the human resources (HR), and health and safety resources which are all available on the Beef + Lamb New Zealand Employment Hub <https://beeflambnz.com/knowledge-hub/employment-hub>

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