



BY FARMERS.
FOR FARMERS

EMPLOYEE INDUCTION

FARM NAME: EMPLOYEE'S NAME:

DATE OF INDUCTION:

Employee's contact details

Mobile number: Home number:

Home address:

Emergency contact:

As an employee you are required to comply with all policies and all instructions given to you by farm management. By signing this form you are confirming that you have been through with the Farm Owner/Manager (or representative) all the items listed below and that you agree to comply with all farm policies while working on this property.

Items to cover TICK TO CONFIRM

| | |
|--|--------------------------|
| The employees safety responsibilities, including: | |
| • Taking reasonable care of their own health and safety | <input type="checkbox"/> |
| • Taking reasonable care not to adversely affect the health and safety of others | <input type="checkbox"/> |
| • Reporting notifiable incidents, injuries or illnesses immediately | <input type="checkbox"/> |
| • Complying with the farms safety management system | <input type="checkbox"/> |
| • Using and keeping in good condition the personal protective equipment provided | <input type="checkbox"/> |
| • Attending organised safety training | <input type="checkbox"/> |
| • Participating in safety meetings and discussions | <input type="checkbox"/> |
| • Reporting any new hazards | <input type="checkbox"/> |
| • Helping to promote a positive farm safety culture | <input type="checkbox"/> |
| <hr/> | |
| The farms safety risks and control measures. These are to be physically shown to the employee during the farm orientation. This includes rules such as smoking and alcohol/drugs | <input type="checkbox"/> |
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| How to use the SLAM process | <input type="checkbox"/> |
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| The farms emergency response procedures and equipment such as first aid kits and communications devices | <input type="checkbox"/> |
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| The farms equipment and machinery, including how to maintain it use it safely | <input type="checkbox"/> |
| <hr/> | |
| Those Safe Work Procedures applicable to the employee | <input type="checkbox"/> |
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| How contractors and visitors to the farm are to be managed | <input type="checkbox"/> |
| <hr/> | |
| How training will be provided to the employee until they are assessed as competent to complete a task unsupervised | <input type="checkbox"/> |
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| Employee has the right to stop work if they think they are likely to be seriously harmed | <input type="checkbox"/> |
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| Any pre-existing medical conditions and required medications have been disclosed | <input type="checkbox"/> |
| <hr/> | |
| Personal Protective Equipment has been issued and maintenance instructions provided (if necessary) | <input type="checkbox"/> |

FARM MANAGER'S SIGNATURE: EMPLOYEE'S SIGNATURE: