Farm contractor management checklist

Use the following checklist to manage contractors from pre-qualification to completion.

Contents

Pre-qualification process

☐ Review relevant certifications for your contractors to work on your property. Ensure you have an effective tool for this task, like a farm management app.

☐ Review the contractor's references to understand their past work and potential fit within your business.

☐ Ensure that contractors have the necessary insurance to work on your property.

Documentation

☐ Ensure all contracts are signed, legally compliant and properly stored

☐ Ensure you have multiple ways to contact your contractors, including phone numbers, email addresses or a farm management app.

☐ Create and maintain records of additional documentation like timelines, job descriptions, and your contractor management policy.

Risk assessment

☐ Analyse risks associated with contractors working in lone working contexts.

☐ Determine risks that machinery may pose to contractors.

☐ Identify hazards that may be caused by herbicides, pesticides and other hazardous chemics.

☐ Explore whether contractors will need to work at heights during their time on your farm, and risks that can be associated with these activities.

☐ Create a corrective actions record, identifying the solutions you will use to reduce these risks to the lowest possible levels.

Compliance

☐ Familiarise yourself with health and safety regulations in your jurisdiction and analyse how they will affect your contractors.

☐ Ensure that your contractor arrangements are totally compliant with labour laws.

☐ Make sure that your contractors are familiar with your farm's environmental regulations.

Monitoring and supervision

☐ Establish digital or analogue systems for monitoring employees.

☐ Create a schedule for regular check-ins with contractors and inspections for the work being done.

☐ Ensure that contractors have a complete understanding of reporting processes in your business.

Induction

☐ Ensure that contractors have a complete understanding of policies on your farm, from anti-harassment to biosecurity.

☐ Provide a tour of your property to your contractors.

☐ Walk contractors through emergency protocols on your farm.

☐ Provide an in-depth overview of safety protocols for areas like chemical handling and livestock.

☐ Establish communication procedures for contractors on your farm, such as reporting lines.

Completion and feedback

☐ Conduct a thorough inspection of completed work to ensure that all contractual obligations and required standards have been met.

☐ Conduct a review to ensure that all relevant regulations and policies were followed by contractors.

☐ Facilitate a two-way feedback process, enabling your business and contractors to grow and improve.
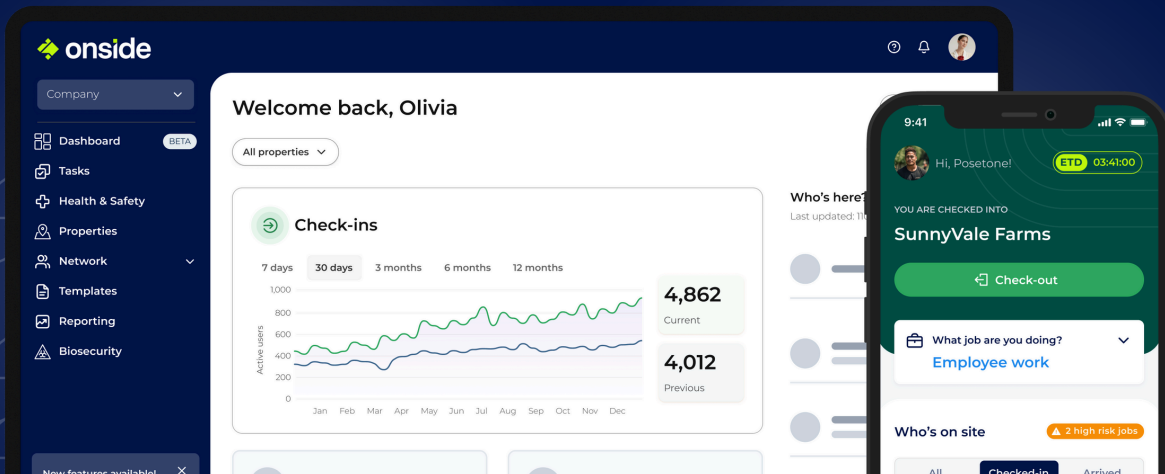
☐ Finalise all documents including invoices, contracts and compliance reports.

Rural health and safety software
designed for the field

How it works **Get started**

Keep everyone safe when they're **on site**

LIVE SAFETY UPDATES

With Onside's digital farm mapping and geofence, update risks instantly, share with contractors, visitors, and staff, ensure they've acknowledged safety info, and complete inductions from anywhere.

TASK MANAGEMENT

Use tasks to track job progress and who's responsible. Assign follow-up actions to manage risks and incidents. Create recurring tasks with templates and keep a digital log for compliance evidence.

LOG INCIDENTS EASILY

Make incident reporting simple for everyone on site. Log incidents on the spot, add photos and locations, create tasks for corrective actions, and get detailed reports at the click of a button.

INSTANT REPORTING

Generate reports without manual admin. Automatically compile data on check-ins, tasks, incidents, and risks. Perfect for annual audits, certifications and internal reporting.