Farm induction checklist

We have created the following template to help you conduct farm inductions for new employees, contractors and visitors.

Contents

Terms and conditions of employment

☐ Outline employee's or contractor's position description.

☐ Explain the duration and purpose of probationary periods in your business.

☐ Detailing working hours, including start and finish times, breaks and overtime expectations.

☐ Describe annual leave, sick leave and any additional leave in your business.

☐ Provide information on pay rates, payment methods, and the frequency of payments.

☐ Explain how accommodation functions in your business if applicable. Are there any costs your employees or contractors are expected to cover?

Company policies

☐ Let inducteees know about your farm health and safety policy.

☐ Let inductees access relevant parts of your farm biosecurity plan.

☐ Provide your drug and alcohol policy.

☐ Detail your return to work policy for illness and injury.

☐ Detail your disciplinary and grievance procedures.

☐ Provide your visitor policies for areas like biosecurity.

☐ If your business uses check-in software, you should have a policy detailing how it is used.

Reporting

☐ Explain the steps employees should follow to report any incidents, including injuries, near-misses and safety hazards.

☐ Inform inductees about forms and documentation for reporting.

☐ Let your team know about processes for gathering and recording supporting evidence, such as photographs.

☐ Let inductees know about your follow-up processes for incident reporting. Explain investigations and execution of corrective actions.

Emergencies

☐ Provide a comprehensive list of emergency contacts, including local emergency services, farm management, and designated first aid personnel.

☐ Point out emergency landmarks such as the location of emergency kits, emergency exits and assembly points.

☐ Give an introduction to emergency equipment such as fire safety equipment and first aid kits.

☐ Let inductees know about your follow-up processes for incident reporting. Explain investigations and execute corrective actions.

Property tour and farm hazards

☐ Point out various hazards on your farm, such as machinery, areas where chemicals are used or livestock areas.

☐ Be sure to point out the location of toilets on your property and other facilities.

☐ Introduce farm mapping software if it is used on your farm.

Hygiene

☐ Explain when inductees should wash their hands, such as after handling chemicals, animals or waste.

☐ Stress the importance of keeping work areas clean and processes for doing so.

Clothes and PPE

☐ Explain clothing requirements for inductees, such as long pants and boots.

☐ Explain the PPE that your employee or contractor will need to wear when fulfilling their tasks.

☐ Explain how PPE should be cared for and maintained to prevent wear and tear.

☐ Explain how damaged or lost PPE should be reported. Then, explain how to obtain replacement PPE.

Fatigue

☐ Let inductees know about break policies on your farm.

☐ Advise inductees of signs of fatigue to look out for. These can include headaches, poor concentration, feeling irritable and micro-sleeping.

☐ Ensure that inductees understand how to manage their workload. Inform them about task management processes on your farm.

Machinery operation

☐ Provide a brief introduction on the safe usage of the most important pieces of machinery on your farm.

☐ Teach inductees about when safety checks should be conducted, and what goes into a safety check for different pieces of machinery.

☐ Provide detailed instructions on the standard operating procedures for each type of machinery.

☐ Ensure inductees know the emergency procedures for machinery operation.

Animals

☐ Introduce safety measures for dealing with farm animals, including protective equipment and safe handling techniques.

☐ Train employees to recognize signs of distress or illness in animals.

☐ Emphasise the importance of correct handling to reduce stress and prevent injuries. You should also teach the correct use of handling equipment.
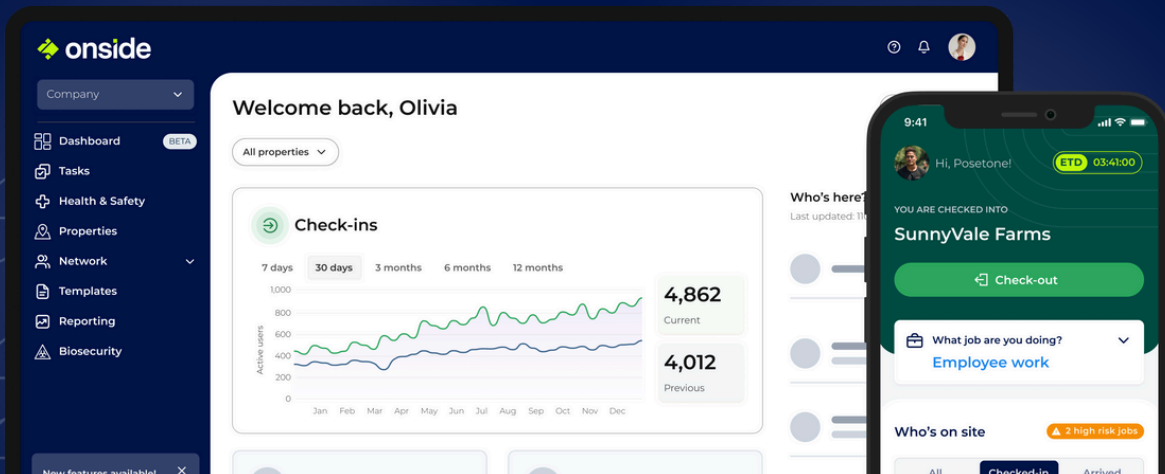
☐ Instruct inductees about clear protocols for routine animal care tasks, such as feeding, watering, and cleaning.

onside

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.