

## Purpose

To ensure the employee begins with the right information, maximising productivity as quickly as possible. It fulfils legal obligations to train new workers to perform their jobs safely and what to do in the event of an emergency

<b>PROPERTY ADDRESS</b>			
<b>FARM OR PROPERTY NAME:</b>			
<b>EMPLOYER NAME:</b>		<b>Rapid No:</b>	
<b>PHONE NUMBER:</b>		<b>GPS Co-Ordinates:</b>	
<b>DATE OF INDUCTION:</b>		<b>Tanker No (If Applicable):</b>	

<b>EMPLOYEE NAME</b>	
<b>PHONE NUMBER:</b>	
<b>HOME NUMBER:</b>	
<b>HOME ADDRESS</b>	
<b>EMERGENCY CONTACT:</b>	

<b>INDUCTION CHECKLIST</b>		✓
1	Discuss employee safety responsibilities (including but not limited to) <ul style="list-style-type: none"> <li>• Care of their own H&amp;S</li> <li>• Care taken to not adversely affect H&amp;S of others</li> <li>• Report all notifiable incidents/injuries/sickness immediately</li> <li>• Proactive in identification/reporting of new hazards</li> <li>• Compliance to farm/property safety management systems</li> <li>• Must use PPE provided and be in good condition</li> <li>• Attending any organised safety training</li> <li>• Participating in H&amp;S meetings</li> </ul>	
2	Discuss farm rules e.g. alcohol/drug policy	
3	Provide or have available map of farm/property detailing risk/hazard areas	
4	Discuss farm/property emergency response procedures and where to find equipment e.g. First aid kits, defibrillators, fire extinguishers, communication devices, telephone	
5	If mobile coverage is not available on entire farm/property, identify points for coverage	
6	Farm/property equipment/machinery <ul style="list-style-type: none"> <li>• Maintenance requirements</li> </ul>	
7	Training requirements for tasks and equipment/machinery <ul style="list-style-type: none"> <li>• Competency sign off and records</li> </ul>	
8	Management of contractors and visitors to farm/property	
9	PPE requirements	
10	Physical farm/property orientation showing employee: (including) <ul style="list-style-type: none"> <li>• Farm hazards and control measures</li> </ul>	
11	Emergency meeting point	
12	Nearest Medical Centre	
13	Emergency Services: Fire, Police, Ambulance – Call 111 (A helicopter requires 11m clearance space for landing)	
<b>EMPLOYER SIGNATURE</b>		<b>EMPLOYEE SIGNATURE</b>