

Induction checklist (F-006)

Trading name:



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Induction

When a new worker or contractor starts work, it's good practice to show them around and tell them what they need to know (e.g. the facilities, work times and meal breaks) and introduce them to their immediate supervisor and fellow workers.

This process is called an induction. In addition to this general induction, you must cover health and safety information. This is a good opportunity for you to talk about your expectations of the workers in a positive way and establish a clear understanding of your role and theirs with regard to work health and safety.

Information new workers may need includes:

- key risks that everyone needs to know about (e.g. paths and tracks to be followed when moving around the farm, overhead power lines, traffic hazards etc.)
- your work health and safety policy and safe work procedures
- how to report hazards, incidents, near misses and injuries
- their health and safety representative, first aider and fire warden.

You should also do an induction for:

- contractors and visitors (you might use a simpler induction for visitors)
- existing workers transferring to a new worksite or into a new job
- workers returning after extended leave
- workers doing a hazardous task or using new equipment for the first time.

Safety solutions

When inducting new workers make sure you:

- check they have understood what they have been told or shown
- don't assume they have the skills needed to carry out all farm jobs safely
- give them copies of all relevant guidelines and policies.

To help you decide the best form of induction for your workplace:

- involve key people in the induction (e.g. the new worker's supervisor, health and safety representatives and co-workers)
- set aside enough time, and pace the induction so you don't overwhelm the new worker with too much information
- provide clear instructions and ensure they are understood
- show (rather than tell) the new worker how to perform the tasks, and emphasize main points
- encourage the new worker to ask questions, especially if they are young or inexperienced
- assume no prior knowledge, training or experience — your workplace, equipment, tools and work practices may be different
- cover topics that may seem 'common sense'
- consider language, cultural and literacy needs
- ensure that new workers are supervised while they perform the tasks until they are competent, and correct any mistakes immediately
- keep your worker training records.

Induction checklist

Use an induction checklist to make sure you cover all important information.

If you've never used an induction checklist before, it's worthwhile doing one with each of your existing workers as well (no matter how long they've been with you – don't assume they know what's required with safety). It can also act as a record proving you've had these safety conversations with your workers.

Keep copies of the completed induction checklists and provide your workers with a copy too.

INDUCTION CHECKLIST

Worker's name:

Position / job title:

Induction date:

Complete applicable sections.

Introduction (explain to new workers about ...)

- the industry, nature and structure of your business
- roles of key people in your business
- job, tasks and responsibilities

Job introduction

- Demonstrate to the worker how to do the job correctly and safely.
- Provide required information and supervision.
- Introduce other workers and the supervisor.
- Introduce the first aid officer and show location of first aid supplies.
- Explain and demonstrate emergency procedures.
- Show the location of exits and emergency/fire equipment.
- Show the work area, toilet, drinking water and eating facilities.
- Show how to safely use, store and maintain tools, machinery, hazardous substances and personal protective equipment (PPE).
- Show where to make phone calls and collect messages.

Employment conditions

- Work times and meal breaks
- Rates of pay and how payment is made
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

Health and safety

- Health and safety policy, safe work procedures (provide a copy)
- Roles and responsibilities of people in the workplace
- Hazards in the workplace, how they are controlled, and how to report them
- How to report health and safety issues (including forms)
- How they will be kept informed about and consulted on health and safety issues
- Incident reporting
- Communication (e.g. when in remote location)

Other Requirements

- Quality procedures
- Security issues
- Hygiene procedures and facilities

Conducted by:

Signature:

Date:

Worker's name:

Signature:

Date:

Please use this form, and keep it on file, to record induction of staff and other personnel. You are only required to send this form to SGA if you are selected to be audited.