



Employee Induction Checklist

Your Business Name: _____

Employee Name: _____

Employee No: _____ Ag Induction No: _____

Hire Date: _____

Induction Checklist

General

- Ag Induction Card sighted and current

Farm Specific

- WHS policy
- Workers compensation / return to work procedures
- First Aid procedures
- Fire protection/equipment
- Emergency / evacuation procedures
- Reporting of incidents and hazards
- Hazardous chemical / dangerous goods procedures
- Traffic Management

Job Specific

- Key risks & safety issues
- Safety equipment
- Manual handling/correct lifting
- Confined spaces
- Machinery & equipment Safety
- Noise Control

Comments or additional items required:

Manager Declaration

I have reviewed the above information with the employee and answered any questions.

Name Signature Date

Employee Declaration

I have undertaken the required inductions and agree that I will comply with all appropriate WHS legislative requirements, codes of practice and Farm policies and guidelines while undertaking works for the business named above.

I will bring any concerns to the attention of the Farm Manager immediately, including uncontrolled risks, hazards, or incidents.

Name Signature Date