

## Farm induction checklist for:

Note: this is not a full list of considerations and should be used as a starting point when assessing risks in the workplace.

| <b>Worker's name:</b>  | <b>Position:</b>   |                  |
|--|--------------------|------------------|
| <b>Supervisor's name:</b>  | <b>Start date:</b> |                  |
| Subjects   |                    | Workers Initials |
| <p><b>1. Explain health and safety laws:</b></p> <p>PCBU has a legal duty of care for workers, contractors and visitors<br/> Workers have a legal duty of care for self, fellow workers and visitors<br/> PCBU expects workers to behave in a safe manner and not to put themselves or others at risk<br/> <i>Add other relevant points</i></p>  |                    |                  |
| <p><b>2. Explain how to report an incident, injury or hazard:</b></p> <p>If you are injured no matter how minor, report it immediately to your supervisor<br/> If you see something unsafe, report it to your supervisor<br/> The first aid kit and incident record forms are located at &lt;location&gt;<br/> What to do in case of fire or if there is an emergency and your emergency evacuation plan<br/> <i>Add other relevant information for your workplace</i></p>   |                    |                  |
| <p><b>3. Take new worker for a workplace tour to show them:</b></p> <p>Toilets, sinks, showers<br/> Fire extinguishers, fire hoses and fire blankets<br/> Emergency plan, workplace exits, fire exits and any alarm processes<br/> Assembly point (where to go if evacuating the work area)<br/> Drinking water<br/> First aid kit location<br/> Workplace hazard signs and what they mean<br/> Electrical switchboard locations<br/> Risks identified in the workplace (e.g. slips, trips and falls)<br/> Areas where workers can / cannot smoke<br/> Introduce to co-workers<br/> <i>Add other points relevant to your workplace</i></p> |                    |                  |



| Subjects  | Workers Initials |
|---|------------------|
| <p><b>4. Explain how to control manual task risks:</b></p> <p>Explain the procedure for identifying and reporting hazardous manual tasks<br/>           Explain how to recognise the symptoms which may indicate a sprain or strain, and note the need to report symptoms early<br/>           Show workers the mechanical aids at the workplace (e.g. forklifts, pallet jacks and trolleys)<br/>           Train workers in safe work procedures, including the use of machinery, tools, equipment and work techniques<br/>           Have workers demonstrate the safe work procedure used to do the manual tasks involved in their job<br/> <i>Add other points relevant to your workplace</i></p> |                  |
| <p><b>5. Explain how to deal with hazardous chemicals:</b></p> <p>Show worker where hazardous chemicals are stored<br/>           Explain any important handling and storage details about the chemical<br/>           Explain PPE requirements for chemical use<br/>           Show worker where the SDS (safety data sheet) register is kept<br/>           Show worker where the SDS are kept and explain the information in the SDS<br/>           Explain any precautions for use and emergency procedures<br/>           (e.g. location of eye wash stations)</p>   |                  |
| <p><b>6. Explain how plant and equipment can be dangerous:</b></p> <p>List all plant and equipment at the workplace that could present a hazard<br/>           (e.g. tractors, quad bikes, electrical equipment; ladders; hoists and compressors)</p> <p>.....</p> <p>.....</p> <p>Show and explain:</p> <ul style="list-style-type: none"> <li>Risks and hazards with each piece of plant</li> <li>Guards</li> <li>'Danger' and 'Out of Service' tags</li> <li>'Lock out' procedures</li> <li>Emergency stops</li> <li>What to do if the equipment requires repairs</li> <li>Inspection and maintenance processes and schedules</li> <li><i>Anything else you must not do</i></li> </ul>             |                  |

| Subjects   | Workers Initials |
|--|------------------|
| <p><b>7. Show SWP (safe work procedures) for your workplace:</b></p> <p>Provide information, training and instruction in SWP's<br/>           Advise who the supervisor is for any problems for a work task<br/>           Explain process for failing to comply with safety and site instructions<br/>           Explain the risk assessment process and indicate current controls</p>  |                  |
| <p><b>8. Provide PPE (personal protective equipment) and show workers how to use it:</b></p> <p>Issue worker with PPE and/or show where it is stored<br/>           (PPE is for personal use and not to be shared)<br/>           Explain when and why PPE must be worn (stress importance)<br/>           Show worker how to fit and use PPE correctly<br/>           Show worker how to clean and maintain PPE<br/>           Show worker how to store PPE when not in use<br/>           Explain what to do if PPE is damaged i.e. PPE replacement policy<br/>           Demonstrate use of PPE<br/>           Have the worker to demonstrate the use of PPE<br/>           Have the worker to tell you when they will need to wear their PPE<br/> <i>Add other as required</i></p> |                  |
| <p><b>9. Cover workplace Bullying and Harassment</b></p> <p>Explain workplace bullying and harassment definitions<br/>           Advise of the Workplace bullying/harassment policy and the reporting system</p>   |                  |
| <p><b>10. Cover remote &amp; isolated work</b></p> <p>Explain definitions of remote and isolated work and your policy<br/>           Advise of available communication equipment<br/>           Training in use of available communication equipment</p>   |                  |
| <p><b>11. Explain consultation process:</b></p> <p>Introduce the worker to safety personnel<br/>           (e.g. Health and safety representative and first aid staff)<br/>           Indicate the times of staff meetings/toolbox talks where safety issues can be raised<br/>           Show process for reporting hazards<br/>           Explain purpose of 'toolbox talks' and when they will be held<br/> <i>Add other as required</i></p>  |                  |
| <p><b>12. Cover workers compensation</b></p> <p>Explain workers compensation insurance<br/>           Return to work policies and procedures</p>   |                  |