## Template 11: Induction Checklist

An induction checklist ensures that all matters have been actioned and new employees understand expectations. This should be completed prior to a new employee starting work. This document will coincide with your new employee handbook.

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| **Induction Checklist** |
|  | Documents* copy of letter of offer
* signed copy of employment contract/agreement
* National Standards Information Sheet/Min Conditions of Employment Information Sheet
* TFN declaration
* superannuation
* employee information sheet
* qualifications and certificates
* bank details
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|  | Introductions to other staff |
|  | Farm – farm business, farm map, important features, hazards, location of tools, equipment, machinery |
|  | Emergency contacts |
|  | WHS |
|  | Code of conduct |
|  | Position expectations |
|  | Machinery and equipment operation |
|  | Workshop equipment and use |
|  | Emergency procedures |
|  | Chemical handling, transport and storage |
|  | Record keeping |
|  | Workplace communication |
|  | Housing  |
|  | Vehicles  |
|  | Community |
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