## 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 |
|  | 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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