



On-farm Inductions

MANAGER'S INSTRUCTIONS

- Ensure all participants have a copy of all relevant induction materials to refer to and make notes.
- Ensure you write the name of your farm, record the date and have all participants sign the master copy (which should be kept as part of your farm's WH&S records).
- Ensure your On-Farm Induction is done in a comfortable location, where you are able to take the necessary time to run through all topics. Inductions that are specific to a piece of machinery or location (ie shearing shed) can move to that location when required or during the farm tour.
- Engage with each other, invite questions and give everyday examples.

WE ALL NEED TO REMEMBER

- If you are **unsure of anything** or feel that something you have been asked to do is dangerous, **DO NOT begin the task. ASK for assistance** or more information and we will work together to find a safe way to do the job or solve the problem.
- Ensure you are aware of the location of the nearest First Aid Kit.
- Make sure everyone is fit for work, free from signs of fatigue, drugs or alcohol. If in doubt, **ask** or talk to your manager.
- This farm is a workplace, but may also be a place of residence for the owner, their managers and employees. Be **vigilant** for children and bystanders at all times. Refer to [Child Safety on Farms](#)
- **The safety, health and wellbeing of all who live on, work on and visit this farm is the most important responsibility we all share.**

Even if we are busy and under time or financial pressures, safety **MUST** come first.

A Practical Guide to On-farm Inductions

DISCLAIMER: This *Practical Guide to On-Farm Inductions* is intended as a general guide only and is designed to be used to increase risk awareness and safe work practices - it **is not legal advice** and does not take the place of proper individualised on-farm workplace inductions, work, health and safety training, or any other tailored steps which may be necessary to protect health and safety at specific worksites.

An induction is a process that new employees, contractors, family members or visitors should go through on the first day (or first few days depending on the size of the business) of their new job in which you, the employer or PCBU, introduce them to your business and provide them with all relevant information to help them to be successful and safe in their new position.

Inductions are not just about checking a box - they need to be tailored to your farming environment, meet the legislative requirements, and designed to support your new employee, contractor, family member or visitor throughout the time that they spend on your property.

An induction may also occur when there is a new piece of machinery, new vehicle or any other changes that may affect the health and safety of a worker – and each of your employees should be inducted into new equipment or machinery (or new processes), regardless of how long they have worked for you.

This checklist may form part of your evidence but you need to ensure that you provide evidence of all information that is provided during your tailored induction. This can be attached to your signoff sheet, which is an acknowledgement that your employee has been shown all relevant basics of their new position.

Records should be kept to prove an induction has taken place.

ITEMS TO CONSIDER FOR INCLUSION IN YOUR ON-FARM INDUCTION

Tick 'YES' if complete OR Not Applicable (N/A)	YES	N/A
1. Employee has been provided with a map of the property with all key locations clearly marked. Emergency contact information has been provided including emergency services, local GP, staff mobile numbers and property addressing details.		
2. Employee has been introduced to other staff members, and relevant consultants, contractors, suppliers etc. Time has been allocated for employee to finalise any employment documentation.		
3. Employee has been made aware of all those who live on the property and any visitor policies that need to be adhered to.		
4. Employee has been given a tour of the property including location of first aid kits, toilets, shower facilities, eyewash station, eating amenities, workshop, chemical shed, machinery sheds, shearing sheds, livestock yards and emergency meeting place.		
5. Employee has been provided all safe operating procedures (SOPs). Please ensure that you list the SOPs that have been provided to your employee as evidence.		
6. Employee has been provided with human resource related policies and terms and conditions of employment that relate to the tasks they will be undertaking. Please ensure that you list the policies that have been provided to your employee as evidence.		



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EMERGENCY CONTACTS

In case of emergency, CALL 000 or your local emergency service provider, then call your manager or supervisor.

POLICE

AMBULANCE

FIRE

POISONS 13 11 26
Poisons Information Centre

Some people might have worked on a farm before, but...

- Have they worked on your farm?
- Do they know how you run your business?

OTHER RESOURCES

- Are you aware of your legislative responsibilities? Legislation may differ from state to state and it is your responsibility to be aware of what is required by law.
- Keep Watch @ The Farm
- Child Safe Play Areas

DID YOU KNOW...

Farmsafe Australia has an online induction tool to provide basic general information to anyone who is about to work on or visit a farm. Check it out at farmsafe.org.au



Tick 'YES' if complete OR Not Applicable (N/A)	YES	N/A
7. Employee has been asked to ensure that if they don't understand instructions, do not have the required skill or experience to undertake a task safely or generally feel unsafe, they are to stop what they are doing and speak to their manager or employer.		
8. Employee has been given instruction on where the incident/injury register is kept and how to fill it in.		
9. Explanation of the meaning of 'fit for work' has been provided and; <ul style="list-style-type: none"> • Drug and alcohol policy has been provided and discussed. • Fatigue has been discussed as a major risk to health and safety and fatigue mitigation techniques have been identified and understood. • Complacency has been identified as a major risk to health and safety and discussions regarding not rushing, not taking short cuts on procedures and ensuring that your mind is kept on the task at hand have been had. 		
10. Psychosocial risks such as bullying, harassment, sexual harassment, and violence have been discussed <ul style="list-style-type: none"> • Employer has discussed support available to employees if they feel unsafe due to any of these issues in the work environment. 		
11. Specific on-farm hazards have been identified and mitigation controls have been explained (examples may include water hazards, electrical hazards, steep terrain, confined spaces or areas where working at heights may be necessary).		
12. Policies and rules around farm vehicle use and operation, heavy machinery and tools and equipment have been discussed, including but not limited to; <ul style="list-style-type: none"> • speed limits, seat belt requirements, inductions, licensing and/or training, age restrictions and private use. 		
13. Employee has been provided a tour of chemical storage facilities and given instructions on where safety data sheets (SDS) sheets are kept and inventory is tracked.		
14. All relevant licenses, accreditations and/or previous experience required have been verified and documented. Any further training required has been identified and plan has been put in place for this to occur.		
15. Employee is made aware of personal protective equipment (PPE) available, where it is located, how it used and when it is required.		
16. Employee has been provided information regarding staff trained in First Aid and emergency management procedures.		
17. Roles and responsibilities for the health, safety and wellbeing of all on farm has been explained and understood. An organisational chart should be provided and discussion should include the WHS Act, State legislation, regulations and code of practice, employer's primary duty, the duty of employees (shared responsibility) and who has been nominated as the WHS Officer(s) and the First Aid Officer(s).		
18. Child safety information has been provided including; <ul style="list-style-type: none"> • Safe play areas • Requirements for signals or checks prior to moving machinery. • age and licensing limits for operation of farm vehicles • active supervision has been explained and understood as a requirement on-farm. 		
19. COVID-19 protocols have been explained and understood.		
20. Information on available vaccinations has been provided (ie COVID-19, Q-Fever, Tetanus etc).		
21. The importance of personal hygiene has been discussed alongside a discussion regarding appropriate work wear.		
22. Employee has been provided an opportunity to ask any questions they may have – you should encourage them to ask questions or make suggestions during their induction and also at any time while they are working for you.		



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