

On-farm Induction Sign-off Sheet



INSTRUCTIONS

This sign-off template is available for you to use as part of your induction pack. You will need to attach all evidence of all information given to the person that you have inducted. This may include checklists, policies, safe operating procedures or notes about the conversations had, questions asked and other information provided.

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 living or working on your property. Inductions are only the first step in your WHS journey and it is important that you continue to create a safety culture on your farm and engage with your employees on any matters that may affect their health, safety and wellbeing.

The employee/contractor/visitor/family member that you have inducted should acknowledge that they have received, discussed and understood all the relevant information that has been listed below and attached and sign in the relevant space provided. A good practice is to ensure that the employee initials or signs each relevant piece of information that is attached and retains a copy of each for their own information. Records of induction should be kept alongside records of employment or in your work, health and safety management system and be updated as needed or as required by law.

Please list and/or attach all documents that have been provided including checklists, policies, safe operating procedures, etc.

ON-FARM INDUCTION PARTICIPANTS

EMPLOYER – DETAILS

I confirm that I have provided a thorough tailored induction to our farming business and that the employee has received, discussed and understood the listed and attached information.

Given Name(s)

Surname

Property Name

Date

Signature

EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature