

Farm New Employee Onboarding Checklist

Onboarding & Training

| | | | |
|---------------|---------------------------------|------|------------|
| EMPLOYEE NAME | START DATE ___ / ___ / _____ | FARM | SUPERVISOR |
|---------------|---------------------------------|------|------------|

FARM ORIENTATION

- | | |
|---|---|
| <input type="checkbox"/> Farm tour — all areas and boundaries | <input type="checkbox"/> Uniform and PPE issued |
| <input type="checkbox"/> Hazards specific to this farm identified | <input type="checkbox"/> First aid kit locations shown |
| <input type="checkbox"/> Reporting structure and key contacts | <input type="checkbox"/> Emergency assembly point identified |
| <input type="checkbox"/> Working hours and break arrangements | <input type="checkbox"/> Mobile phone reception and communication |

MACHINERY & VEHICLES

- | | |
|--|--|
| <input type="checkbox"/> Tractor operation — specific models on this farm | <input type="checkbox"/> Vehicle pre-start checks |
| <input type="checkbox"/> PTO safety — guarding, shutdown, never step over | <input type="checkbox"/> Fuel handling and storage |
| <input type="checkbox"/> Implement attachment and detachment | <input type="checkbox"/> Practical driving assessment passed |
| <input type="checkbox"/> ATV / UTV safe operation <small>If used — rollover prevention, passengers, terrain</small> | <input type="checkbox"/> Workshop tool safety |

LIVESTOCK HANDLING

- | | |
|---|--|
| <input type="checkbox"/> Animal behaviour awareness — flight zones, pressure points | <input type="checkbox"/> Calving, lambing, or farrowing assistance <small>If applicable</small> |
| <input type="checkbox"/> Safe yarding and penning techniques | <input type="checkbox"/> Recognising sick or injured animals |
| <input type="checkbox"/> Loading and unloading livestock | <input type="checkbox"/> Zoonotic disease awareness — hand hygiene |
| <input type="checkbox"/> Handling bulls and aggressive animals <small>If applicable — specific protocols</small> | |

CHEMICALS & MANUAL HANDLING

- | | |
|---|--|
| <input type="checkbox"/> Farm chemical safety — reading labels and SDS | <input type="checkbox"/> Manual handling training — lifting, carrying |
| <input type="checkbox"/> PPE for chemical application | <input type="checkbox"/> Working at height — ladder and roof safety |
| <input type="checkbox"/> Spray application training <small>If applicable — may require licence</small> | <input type="checkbox"/> Confined space awareness — silos, tanks |
| <input type="checkbox"/> Chemical storage rules | <input type="checkbox"/> Electrical safety — overhead lines, equipment |

EMERGENCY PROCEDURES

- | | |
|---|---|
| <input type="checkbox"/> Fire response — extinguisher use, grass fire | <input type="checkbox"/> Severe weather response |
| <input type="checkbox"/> First aid — basic treatment and calling for help | <input type="checkbox"/> Lone worker procedures — check-in system |
| <input type="checkbox"/> Injury reporting procedure | <input type="checkbox"/> Nearest hospital and emergency services directions |

SIGN-OFF

Areas requiring further training

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Cleared for unsupervised work in _____

Employee signature _____

Farm manager signature _____

Notes

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