**INDUCTION &TRAINING RECORD FORM**

*Complete the Induction and Training Record for each new employee.*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Induction and Training Records** |
| **Topic** | **Date of induction**  | **Duration of induction** | **Trainee Signed** | **Trainer Signed** |
| Introduction |  |  |  |  |
| Health and Safety Rules * Include all aspects from the Grower Manual Health and Safety section 8
* Orchard Risk Assessment/ Procedure
 |  |  |  |  |
| Emergency Procedures/Evacuation |  |  |  |  |
| Accident and Incident Reporting and Recording |  |  |  |  |
| Food Safety Training * Handwashing / Toilet facilities / Sickness Management
 |  |  |  |  |
| Disciplinary Procedure  |  |  |  |  |
| “Know your rights” employment fact sheet provided including Privacy Act rights |  |  |  |  |
| Complaint Process  |  |  |  |  |
| Human Rights Policy provided and explained (especially if English is a second language) |  |  |  |  |
| Payroll information * Including Employment Agreement / pay slips / timesheets
* How to get access to your record of hours & how and when wages/payments are made etc.
 |  |  |  |  |
| Organisation overview, including introductions to/who is responsible for:* Wage and Payments
* Worker Representative/ Manager GRASP Liaison
* MSO or Orchard Manager
* Health & Safety Rep
 |  |  |  |  |
| Kiwifruit Orchard Biosecurity Plan |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*The following training provides knowledge to people carrying out specific orchard tasks, covering hazards, risks and control measures linked to the task.*

|  |
| --- |
| **Task Specific Training** |
| **Topic** | **Training applicable for this role? Yes/No** | **Training Date** | **Trainee Signed** | **Trainer Signed** |
| Machinery / Equipment / PPE - job specific |  |  |  |  |
| Good Agricultural Practice (GAP) |  |  |  |  |
| Pruning * Winter
* Summer
 |  |  |  |  |
| Picking (Orchard hazards, equipment including: Bins, Picking bags, GlovesVehicles) |  |  |  |  |
| Other Vine Work * fruit thinning
* girdling
* grafting
 |  |  |  |  |
| Agrichemical Applicator |  |  |  |  |
| Nutrient Management |  |  |  |  |
| Agrichemical Management  |  |  |  |  |

*Records of Certification to capture external training certification/qualifications that apply to specific tasks are presented below.*

|  |
| --- |
| **Records of Certification/Qualification** |
| **Topic** | **Training applicable for this role? Yes/No** | **Training Date** | **Trainee Signed** | **Trainer Signed** |
| First Aid |  |  |  |  |
| Growsafe certifications |  |  |  |  |
| Forklift DOL Cert. &/or endorsement |  |  |  |  |
| Driver’s license |  |  |  |  |
| NZQA Certification(s) |  |  |  |  |
| FarmSafe (where applicable) |  |  |  |  |
|  |  |  |  |  |

*Note: For external training, the manager/owner should sign to verify that the appropriate certificate is held.*

|  |  |
| --- | --- |
| **New Employee Administration Checklist** | **✓** |
| Employee has been added to payroll and the Register of Workers |  |
| Templates have been made available |  |
| Pre-Employment Eligibility Record to work in NZ has been completed and checked |  |
| If the employee is also the worker representation / management GRASP liaison, confirm the specific training record has been completed |  |
|  |  |