

# Before your employee starts



→ **File** from the recruitment process:

- CV
- Application form
- Reference information
- Any previous training information

→ **Give** the employee an introduction to the area, community (include doctors, banks, schools, community groups)

→ **Give** the employee an introduction to the farm business

→ **Prepare** the accommodation

→ **Prepare** Personal Protective Equipment (PPE), tools, vehicles

→ **Gather** appropriate documentation for completion on day one of employment

→ **Look** ahead in this guide to see if you need to print off any other forms

→ **Talk** through and sign the employment agreement and job description with your employee. For any trial period to be valid, the employment agreement must be signed before the employee starts work.

## Day 1: Checklist



**Check** the Employment Contract is signed\*



**Check** the job description is signed



**If** you are providing accommodation:

- Talk through and sign a Property Inspection Form
- Talk through and sign a Tenancy Agreement



**Complete** a:

- Tax IR330 form
- KiwiSaver deduction form
- Employee personal information sheet
- Day 1: discussions and tour (page 5)
- Health and safety acknowledgement (page 5)



**Plan** week one with your employee

- Does your employee have a copy of the roster?
- Do they know what time to start work this week and where?
- What will your new employee be doing each day? Will they be shadowing another employee?  
Will they be assigned jobs to start working on independently?



**Consider** some of the tips listed throughout this guide

*\*You must source your own employment agreement. To find out more, visit [dairynz.co.nz/employment-agreements](https://dairynz.co.nz/employment-agreements)*

# Day 1: Discussions and tour

Now's your chance to give your new recruit a thorough introduction to how you and your team operate. Go through list of topics below on your new employee's first day to ensure they have clarity on your business, health and safety, and employment conditions.

## High level summary: what are we trying to achieve in this business?

- Property description – area, number of cows, milk production, system
- How things are going – current business, environmental, market challenges and opportunities
- What does a typical day look like in this business?
- ...

## First introductions

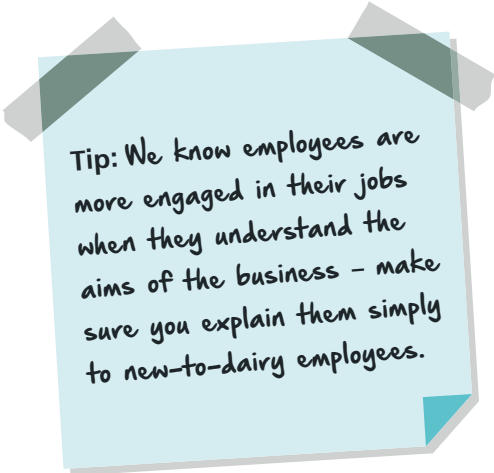
- Who works on the farm?
- Who is responsible for what?
- Where they fit into the team
- Who they report to
- Reporting lines
- Responsibility areas
- ...

## Farm layout

- Hazards
- Important features
- Farm map
- Location of tools, important items, etc.
- ...

## Emergency contacts: who, when and how to contact them

- Who they report to
- Other staff
- Neighbours
- Suppliers, vet, farm consultant
- ...



Tip: We know employees are more engaged in their jobs when they understand the aims of the business – make sure you explain them simply to new-to-dairy employees.

## Employment terms and conditions


- Hours of work
- Timekeeping – recording policy/procedure
- Pay system – when, how much, frequency, method
- Breaks – breakfast and lunch times etc.
- Rosters – where kept, how to request changes, frequency of updating
- ...
- ...

## Health and safety induction

- Tour of farm identifying hazards
- Introduction to health and safety policies (ATV, use of protective equipment, reporting procedures, etc.)
- Accident reporting procedure
- Emergency procedures
- Location of first aid kits
- Fire safety equipment
- Issue PPE
- Refer to relevant policies in the Farm Policy Manual
- Refer to relevant standard operating procedures
- Complete the health and safety acknowledgement (page 5)
- ...
- ...

## Issue and discuss key parts of Farm Policy Manual including

- Conduct
- Leave policy and procedures (including how to apply)
- Communication (team meetings etc.)
- Smoking
- Alcohol and drugs
- Dress standards
- Discipline
- Expected behaviour and conduct
- Grievances and complaints
- ...
- ...



Tip: For employment law reasons, it is important you have farm policies written down, i.e. your expectations and standards. This makes any future performance and disciplinary processes easier.

# Day 1: Health and safety acknowledgement

With your new employee, go through the list of points below to confirm they understand and agree. Any points not covered on day one of employment must be returned to as soon as possible to date and sign.

|  | Date shown | Employee initial | Employer initial |
|--|------------|------------------|------------------|
| <b>I know:</b> <ul style="list-style-type: none"> <li>• My responsibilities as an employee</li> <li>• To whom to report health and safety issues</li> <li>• Where health and safety information is kept</li> </ul>   |            |                  |                  |
| <b>I know:</b> <ul style="list-style-type: none"> <li>• What the workplace hazards are</li> <li>• What the controls are for these hazards</li> <li>• How to report hazards</li> <li>• Where the records of hazards are kept</li> <li>• Safe work procedures</li> </ul>   |            |                  |                  |
| <b>I am familiar with:</b> <ul style="list-style-type: none"> <li>• Where the fire extinguishers are</li> <li>• The emergency procedures</li> <li>• Where the first aid kit is</li> <li>• Who the first aider is</li> <li>• Incidents and injuries</li> </ul>  |            |                  |                  |
| <b>I know how to report:</b> <ul style="list-style-type: none"> <li>• Injuries</li> <li>• Near hits/near misses</li> <li>• Early signs of discomfort</li> <li>• Where incident/injury forms are kept</li> <li>• Who to give forms to</li> </ul>  |            |                  |                  |
| <b>I have been shown how to do my job safely including:</b> <ul style="list-style-type: none"> <li>• The use of guards and other safety equipment</li> <li>• The safety signs and what they mean</li> <li>• How to safely use/store and maintain safety equipment</li> <li>• How to safely use/store and maintain equipment, machinery, tools and hazardous substance</li> </ul> |            |                  |                  |
| <b>We have completed all areas of this checklist and understand our responsibilities.</b>  |            |                  |                  |

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Day 1: Tips



- Ask all your existing employees to be part of the onboarding process. Each person could spend time explaining their role and maybe demonstrating a specific task. This will aid teamwork and ensure everyone feels part of the team. Often current employees will have great ideas for topics to cover in onboarding so ask for their input. During the onboarding process look for any training needs your new employee may have and make notes. These skill gaps can then be incorporated into your training and development plan.
- Make sure that for the first two weeks on the job, someone is tasked to 'check in' with your new employee every few hours to make sure they know what they are doing, and can answer any questions.
- We forget that dairy farming is a complex business. Do not assume that your new staff understand industry slang and terminology – do your best to explain even very basic concepts so that they can keep up and feel less embarrassed to ask questions.
- Team meetings are very important when your new recruit starts. It gives them a chance to get to know the rest of the farm team, pick up on what is happening on the farm and ask more questions.
- Having visuals in the workplace will help new employees see what you are trying to achieve and get them up to speed more quickly. These visuals may include:
  - Whiteboards with to-do lists
  - Calendar of upcoming farm events
  - Point-of-use instructions displayed with relevant equipment
  - Milk production, SCC, lameness and other farm metrics
  - Team meeting outcomes
  - Any team or business goals
- On large farms, it may be useful that you assign a 'buddy' to the new employee for their first week. The new employee can then:
  - Shadow their buddy for their normal workday
  - Be personally introduced to the rest of the team by their buddy
  - Build a relationship with that buddy and keep them as a trusted source of help in the job going forward

Being a buddy to a new staff member may be a good opportunity for someone in your team to step up in their role – but only assign a buddy if you think they will get along.