

STAFF BRIEFING CHECKLIST

EXAMPLE CHECKLIST

	VISITOR	CONTRACTOR	CASUAL
Make sure I have:			
Made clear where they will be working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advised them of anything they wouldn't expect that would be a risk to them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advised of other activity on farm that could pose a risk to them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined what they are going to be doing, what risks that poses to others and how we are going to manage and communicate those risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advised of farm rules (eg speed limits, alcohol) and my expectations of their behaviour on farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advised of any relevant emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined appropriate time in/time out reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Got contact detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded discussion notes in Farm Diary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If necessary I will:			
Print and mark-up farm map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get them to call in at house before starting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take them over any difficult area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>