

Checklist for Seasonal Workers

#	Factor	Question	Comment
1.	Reliable Availability	Do you have good access to seasonal workers, possibly even first choice, when you need them?	
2.	Recruitment	Do you have a clear recruitment process?	
		- Do you source your seasonal workers in a fair manner that promotes good community relationships? - Do you screen recruits in line with health & safety (e.g., Covid-19) guidelines?	
3.	Induction and Training	- Do you provide formal induction and training for seasonal teams? - Are you in a position to provide extra training for inexperienced seasonal workers?	
4.	Health and Safety	Do you ensure formal health & safety management for your seasonal workers?	
		- Do your seasonal workers have access to proper ablutions facilities, and are their needs (water, sustenance, breaks) met while in working in orchard? - Are your tools and equipment in good and safe working order?	
5.	Supervision	Are your supervisors trained and competent to manage seasonal workers?	
6.	Administration	Is your administration, including payment processing and record keeping in place and compliant with legislation?	
7.	Performance Management	- Are your seasonal workers managed against clear targets? - Are your seasonal workers incentivised based on performance?	