The Pre-Harvest Checklist

*This checklist is here to help you work out actions you may need to undertake before your harvest, helping you prepare for a successful season. Below are eleven statements to help guide your harvest preparation. Each statement you will either agree with, not agree with, somewhat agree with or find irrelevant to your needs. Place a mark in the box for the notion that resonates with you the most.*

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| --- | --- | --- | --- | --- |
|  | Do you Agree? | Are you a maybe?  | Do you disagree?  | Or is this irrelevant?  |
| *Statement 1* We have thought about how many workers might be available in our region this year and have a plan for how and where we will source our workforce for our coming harvest. |  |  |  |  |
| *Statement 2* We have a sound prediction of our seasonal peaks and troughs and how many workers we need at different points of the year. |  |  |  |  |
| *Statement 3* We have planned our recruitment timeline to ensure we are not scrambling last minute. |  |  |  |  |
| *Statement 4* We have considered and planned induction processes for new employees.  |  |  |  |  |
| *Statement 5*We believe our employees understand what is expected of them and would describe us as a good employer.  |  |  |  |  |
| *Statement 6* We are ensuring worker wellbeing and are taking steps to develop worker retention.  |  |  |  |  |
| *Statement 7*We have anticipated potential workforce risks and have a plan to reduce them.  |  |  |  |  |
| *Statement 8* We have anticipated potential workforce risks and have a plan to reduce them.  |  |  |  |  |
| *Statement 9* We understand our worker’s current capabilities and have development plans in place to upskill. |  |  |  |  |
| *Statement 10* We have identified our important mid-level roles such as supervisors, checkers, and forklift drivers, and have a plan for hiring or developing them.  |  |  |  |  |
| Statement 11 We have a backup plan with our peak body for when our labour numbers drop off.  |  |  |  |  |