

Worker welcome and onboarding quick guide

Welcome to Orchard Tech. Orchard Tech is your employer; the host farm or packing shed directs the work at its site. You can bring questions about employment or safety to Orchard Tech.

Before your first task

- Read your employment agreement or approved PALM Offer of Employment and ask about anything you do not understand.
- Complete the Orchard Tech induction and the induction for each new host site. Ask for language assistance when you need it.
- Know your task, supervisor, safe-work instructions, first aider, emergency meeting point and how to contact Orchard Tech.
- If an instruction is unclear or a task appears unsafe, stop and ask before continuing.

Using the app

Find published information in the resource library. Save eligible documents for offline use and check whether a saved copy is still current. The personal workday log is for your own reference on your device. It is not a payroll submission.

Contact Orchard Tech in the app accepts text only. It is not an emergency service or a way to upload private documents. For a general company enquiry, use contact@orchardtech.com.au or 0439 32 32 32. In an emergency, call 000.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook sections 1 and 6
- Health & Safety Manual chapter 7
- App Privacy Policy sections 2-5A