 Strategic Outsource Solutions Pty Ltd

ABN 87 609 276 940

HR SUPPORT CHECKLIST

Are you aware of business and personal risks you run if you are not covering your HR obligations?

Current HR and Workplace Health & Safety status**:** Tick the relevant column

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HR** | **Requirement** | **YES** | **NO** | **NOT SURE** |
| 1. | Do you have a current HR Policy & Procedures Manual (in line with the current legal requirements) |  |  |  |
| 2. | Do you have a structured employment policy in place? |  |  |  |
| 3. | Do you have a formal staff Induction process? |  |  |  |
| 4. | Do you have Employment Contracts for all employees? |  |  |  |
| 5. | Do all staff have a copy of the Fair Work Act Information Fact sheet? |  |  |  |
| 6. | Do all staff have a relevant Job Description? |  |  |  |
| 7. | Do all staff have a signed copy of the Equal Opportunity, Anti-Discrimination, and Anti- bulling policies? |  |  |  |
| 8. | Do you have a formal probation recording and monitoring process? |  |  |  |
| 9. | Do you have a formal Performance Review process in place? |  |  |  |
| 10. | Do you have a formal training and development plan for each staff member? |  |  |  |
| 11. | Do you understand the process for managing disciplinary issues and terminations? |  |  |  |
| 12. | Do you know the penalties for breaching the Fair Work Act? |  |  |  |
| **WHS** | **Requirement** | **YES** | **NO** | **NOT SURE** |
| 1. | Is your workplace compliant with the 2012 WH&S legislation? |  |  |  |
| 2. | Do all staff have a signed copy of the WHS Policy? |  |  |  |
| 3. | Do you have regular meetings to discuss WHS issues and provide training? |  |  |  |
| 4. | Do you know what to do if someone is injured on the way to work? |  |  |  |
| 5. | Are your staff aware of the incident reporting process if someone is injured at work? |  |  |  |
| 6. | Do you have an employee that has a current First Aid certificate? |  |  |  |
| 7. | Do you have a First Aid kit, and is it regularly checked? |  |  |  |
| 8. | Do you have an appropriate Evacuation plan in force? |  |  |  |
| 9. | Do you have a log book for visitors to sign? |  |  |  |
| 10. | Do you conduct regular WHS audits within the office environment? |  |  |  |

If you have answered, NO or NOT SURE to any of these questions, please be aware that there are significant penalties for breaching the Fair Work Act.

From 31 July 2015, the maximum penalty for each breach of the *Fair Work Act 2009* (Cth) is

$54,000 for a company, and $10,800 for an individual.

If you would like to discuss this further, please contact Nola Sexton (0421 995 911) or email [nola.sexton@sosolutions.com.au](mailto:nola.sexton@sosolutions.com.au) for an assessment of your legal requirements.