

## HR Health Check Form

\*Please send your completed form to [enquiries@redbrokinghr.com](mailto:enquiries@redbrokinghr.com)

### Your Contact Details

Name:

Job Title:

Business Name:

Phone Number:

Email Address:

### Fair Work Australia (FWA)and National Employment Standards (NES)

Are you aware of your employer obligations and your employees' rights under the FWA and NES with respect to:

*Requests for flexible working arrangements?	Yes	No	Unsure
*Maximum ordinary working hours per week?	Yes	No	Unsure
*Public holidays and related pay rates?	Yes	No	Unsure
*Annual Leave entitlement?	Yes	No	Unsure
*Personal and carers leave entitlement?	Yes	No	Unsure
*Maternity and parental leave entitlement?	Yes	No	Unsure
*Compassionate leave entitlement?	Yes	No	Unsure
*Community service leave entitlement?	Yes	No	Unsure
*Family and domestic violence leave entitlement?	Yes	No	Unsure
*Long service leave entitlement?	Yes	No	Unsure
*Administrative requirements for each type of leave?	Yes	No	Unsure
*Notice of termination?	Yes	No	Unsure
*Redundancy pay?	Yes	No	Unsure

## Modern Awards

Do you know which modern awards cover and apply to your employees?

Yes      No      Unsure

Are you familiar with all the details of the relevant awards that apply to your employees?

Yes      No      Unsure

Do you know the award classified position for each of your employees?

Yes      No      Unsure

Are you paying your employees at least the minimum wage for their award classified position?

Yes      No      Unsure

Are you aware of the allowances requirements specified by the relevant awards that apply to your employees?

Yes      No      Unsure

Do you allow your employees to have rest and meal breaks according to the relevant awards apply to them?

Yes      No      Unsure

Do you offer correct loading or pay rates to your casual employees for any shift-work, overtime work, weekend work, or public holidays worked?

Yes      No      Unsure

Are your employees issued pay slips when they are paid?

Yes      No      Unsure

-If yes, do your employees get their pay slips within 1 working day after the payment?

Yes      No      Unsure

-If yes, do you include the following details in your employee's pay slip:

*Employer ABN?	Yes	No	Unsure
*Legal and/or trading name of employer?	Yes	No	Unsure
*Employee name?	Yes	No	Unsure
*Date of payment?	Yes	No	Unsure
*Period of payment?	Yes	No	Unsure
*Gross and net amount of pay?	Yes	No	Unsure

\*For employees paid an hourly rate: the ordinary hourly rate of pay, number of hours worked at that rate, and the amount of payment at that rate?

Yes      No      Unsure

\*For employees paid an annual rate (salary): that rate as at the last day in the payment period?

Yes      No      Unsure

\*Details of any deductions made from the employee's pay?

Yes      No      Unsure

\*Name of and Amount paid to the employee's superannuation fund?

Yes      No      Unsure

## Recruitment and On-boarding

Do you have fair and compliant recruitment and selection procedures in place to hire new employees?

Yes      No      Unsure

Do you undertake Job Analysis and/or Job Design for your business?

Yes      No      Unsure

Do you have a job title and detailed written position description for each employee?

Yes      No      Unsure

Do you select candidates based on relevant competencies?

Yes      No      Unsure

Do you have a structured guideline for conducting interviews?

Yes      No      Unsure

Do you conduct reference check for shortlisted candidates?

Yes      No      Unsure

Do you check whether your new employees are authorised to work in Australia?

Yes      No      Unsure

Do you have signed employment contracts for all your employees?

Yes      No      Unsure

Do you store all your employment contracts confidentially and securely?

Yes      No      Unsure

Do you review your employment contracts regularly and update them when there is any change (in pay rates, job duties, employee type, etc.)?

Yes      No      Unsure

Do you provide a copy of Fair Work Information Statement to your new employees?

Yes      No      Unsure

-If yes, do you retain details of how that statement was provided?

Yes      No      Unsure

Do you undertake new employee induction?

Yes      No      Unsure

-If yes, do you have a structured induction program and documentation in place?

Yes      No      Unsure

Do you include the briefing/training of all your HR policies and procedures as part of the induction program?

Yes      No      Unsure

-If yes, do you keep records of briefing/training employees on these policies and procedures?

Yes      No      Unsure

## Acceptable Workplace Behaviors and Leave Entitlement

Do you have compliant policies in place to define and ensure appropriate workplace behaviors?

Yes      No      Unsure

Do you train your employees about appropriate workplace behaviors?

Yes      No      Unsure

Do you have compliant leave policies in place to ensure every employee understand their leave entitlement?

Yes      No      Unsure

Do you have procedures and forms in place for your employees to apply for:

\*Annual Leave? Yes No Unsure

\*Personal and carers leave? Yes No Unsure

\*Maternity and parental leave? Yes No Unsure

\*Compassionate leave? Yes No Unsure

\*Community service leave? Yes No Unsure

*Family and domestic violence leave?	Yes	No	Unsure
*Long service leave?	Yes	No	Unsure
Do you maintain accurate records of your employees' leave entitlements?			
Yes	No	Unsure	

## Training and Development

Do you train your employees on all your policies and procedures?

Yes      No      Unsure

Do you offer other training opportunities for your employees?

Yes      No      Unsure

Do you have a training and/or career development policy or program in place?

Yes      No      Unsure

Do you have procedures and forms in place for your employees to apply for training?

Yes      No      Unsure

Do you conduct Training Needs Analysis (TNA) at your workplace?

Yes      No      Unsure

## Managing Performance

Do you have a structured performance management procedure in place?

Yes      No      Unsure

Do you set up clear Key Performance Indicators (KPIs) for your employees?

Yes      No      Unsure

Do you undertake regular performance reviews for your employees?

Yes      No      Unsure

Have you trained your management team to identify and manage poor performance?

Yes      No      Unsure

Do you develop performance improvement plans for poorly performing employees?

Yes      No      Unsure

Do you issue written warning letters to poorly performing employees?

Yes      No      Unsure

Do you have a structured disciplinary action process in place?

Yes      No      Unsure

Do you have a program/scheme in place to reward good performance?

Yes      No      Unsure

## Managing Grievances and Resolving Disputes

Do you have a compliant and fair procedure in place to manage grievances and resolve disputes?

Yes      No      Unsure

Have you trained your management team how to manage workplace grievances?

Yes      No      Unsure

Have you trained your employees how to have a difficult conversation?

Yes      No      Unsure

Do you know how to conduct a workplace investigation?

Yes      No      Unsure

## Ending Employment (Termination)

Do you have a structured procedure in place for termination?

Yes      No      Unsure

Do you offer your employees opportunities to show cause or provide reasons before you take disciplinary actions or terminate them?

Yes      No      Unsure

Do you have templates in place to issue letter of termination?

Yes      No      Unsure

Are you aware of the requirements around notice of termination?

Yes      No      Unsure

Are you aware of the requirements around redundancy pay?

Yes      No      Unsure

Do you conduct exit interviews with employees who are leaving?

Yes      No      Unsure

Have you had unfair dismissal claims in the past?

Yes      No      Unsure

## Workplace Health and Safety (WHS)

Do you have WHS policies and procedures (e.g. fit-to-work policy, smoking policy, health and well-being policy, working outdoors policy, emergency procedure, accident and incident procedure, etc.) in place?

Yes      No      Unsure

Do you offer WHS training to your employees?

Yes      No      Unsure

Have you ever conducted WHS risk assessment at your workplace?

Yes      No      Unsure

Do you have a WHS management system in place to ensure health and safety at your workplace?

Yes      No      Unsure

## Employee Files

Do you record all legislatively required details in your employee files?

Yes      No      Unsure

Do you store all your employee files securely and confidentially?

Yes      No      Unsure

Do you keep mandatory time sheet records for your employees?

Yes      No      Unsure

Do you keep mandatory leave records for your employees?

Yes      No      Unsure

Do you keep other important HR records in your employee files (e.g. certificates, registrations, licences, etc.)?

Yes      No      Unsure

Do you keep terminated employee files?

Yes      No      Unsure

Do you keep your employee files for seven years?

Yes      No      Unsure

## Independent Contractors

Do you have Contractor Agreements in place for all contractors engaged by your business?

Yes      No      Unsure

Are your contractors genuine independent contractors instead of employees (e.g. 'sham contracting')?

Yes      No      Unsure

Do you extend some of your relevant policies and procedures (e.g. WHS) to apply to your contractors as well?

Yes      No      Unsure

-If yes, do you inform all your contractors about these policies and procedures in advance?

Yes      No      Unsure

## Others

Has your business come under the attention of Fair Work?

Yes      No      Unsure

Do you currently have any major HR related concerns or issues?

Yes      No      Unsure