



HRsuccess
success through people.

**CONFUSED AND UNCERTAIN
OF YOUR EMPLOYER
OBLIGATIONS?**

**GAIN PEACE OF MIND
WITH AN
HR RISK REVIEW**

DID YOU KNOW

- Fines for a single breach of the Fair Work Act can be up to \$51,000 for a corporation, and \$10,200 for an individual
- Apart from work health and safety, approximately 60% of Australian SMEs do not have essential compliance-related policies in place (CPA Australia Study)
- Breaches of the model Work Health and Safety legislation can mean up to \$600,000 in fines and/or 5 years gaol for individuals, and up to \$3 million for corporations found to have engaged in reckless conduct

Are you aware of and confident your business complies with requirements, including those relevant to:

- The 10 National Employment Standards?
- Modern Award terms and conditions?
- Record Keeping and Payslips?
- Independent Contractors?
- Work Health and Safety?



Your HR Risk Review includes:

- Review of relevant documentation
- Preliminary review of applicable Modern Awards and agreements
- Site visit (as agreed) and interviews with key staff, and
- Written report including recommendations for further action.

Let us review your practices before Fair Work and WorkCover inspectors do!

Turn the page for further details.....

Your HR Risk Review will help to identify areas of risk and potential non-compliance in relation to:

NATIONAL EMPLOYMENT STANDARDS, INCLUDING:

- Maximum hours of work
- Annual leave
- Personal/carers leave
- Fair Work Information Statement

AWARDS AND AGREEMENT TERMS AND CONDITIONS, INCLUDING:

- Minimum pay rates
- Classifications
- Hours of work arrangements
- Overtime, penalties and allowances

KEY POLICIES AND PROCEDURES, INCLUDING:

- Grievance handling
- Bullying and harassment
- Managing poor performance and misconduct
- Internet and social media use

RECORD KEEPING AND PAYSLEIPS, INCLUDING:

- Time and wages records
- Records of individual agreements
- Leave records
- Payslips and superannuation records

WORK HEALTH AND SAFETY, INCLUDING:

- WHS policies
- Consultation
- Emergencies and first aid
- Hazard identification and management

CONTRACTOR MANAGEMENT, INCLUDING:

- Differentiating between employees and contractors
- Work health and safety
- Record keeping and contracts

The HR Risk Review Process:



"There are risks and costs to action. But they are far less than the long range risks of comfortable inaction."

- John F. Kennedy, former USA President

Call us today to discuss your needs and/or request a proposal