

Staff: Risk management checklist

1. Contract/letter of engagement signed. Contains details of:

- start date (and finish date if a fixed term contract)
- remuneration
- notice of termination to be provided
- entitlements (annual, sick, long service leave)
- job description
- performance objectives and appraisal processes
- probation period
- supervisor
- counselling policy
- dispute resolution
- confidentiality agreement
- fairwork Australia Information Statement

2. Following details covered on commencement:

- superannuation registration
- tax declaration
- bank account details
- security code
- keys to building
- list of contacts given for manager and directors, as well as other staff
- confidentiality agreement
- company policies (written or verbal)
- time-keeping procedures
- amenities
- workplace health and safety issues (e.g. fire procedures)

3. All staff records to be kept in individual files and in a secure place:

- Except for details required by legislation, all records should be deleted when an employee leaves.

4. Ongoing staff management:

- Retain details of all staff leave.
- Undertake performance appraisals every 6 – 12 months.
- Offer staff-relevant immunisations and ensure these are recorded.
- Retain copies of all training and development activities undertaken.
- Record all changes to employment conditions and job description.
- Keep a record of all meetings with employees.