



WORKPLACE AUDIT CHECKLIST

Complete the following questionnaire created for you by our consultants. Each subject has a recommendation at the end of the questions.

If you would like to book an audit, please contact us on (08) 9240 4230 or email us admin@essa.net.au

EMPLOYER DETAILS

Legal Name of Employer: _____

Business or Trading Name: _____

ABN/CAN: _____

Number of Employees: Full-time _____ Part-time _____ Casual _____

Number of Trainees: _____

INDUSTRIAL INSTRUMENTS

Which industrial instrument/s covers your employees?

- Modern Award
- Agreement-based transitional instrument
- Enterprise agreement
- Other:

MODERN AWARDS & NATIONAL EMPLOYMENT STANDARDS

1. Are you aware of the modern awards (if any) which apply to your employees? Yes No I don't know
2. Are you aware of the National Employment Standards (NES) which apply from 1 January from 2010? Yes No I don't know
3. Are you aware of your obligations with respect to:
 - i. Requests for flexible working arrangements? Yes No I don't know

- ii. Notice of termination? Yes No I don't know
- Redundancy pay? Yes No I don't know
- 4. Are all new employees given the Fair Work Information Statement? Yes No I don't know
- 5. Do you retain details how the statement was given? Yes No I don't know
- 6. Are you aware of how the modern awards and National Employment Standards interact with your existing workplace agreements? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

LEAVE ENTITLEMENTS

- 7. Do you maintain accurate records of employee leave entitlements? Yes No I don't know
- 8. Do you have processes in place for employees to apply for:
 - i. Annual leave? Yes No I don't know
 - ii. Personal/Carer's leave? Yes No I don't know
 - iii. Parental leave? Yes No I don't know
 - iv. Compassionate leave? Yes No I don't know
 - v. Community service leave? Yes No I don't know
 - vi. Long service leave? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

PAY & CONDITIONS

- 9. When are your employees paid? Weekly Fortnightly Monthly
- 10. On which day? Mon Tues Weds Thurs Fri Sat Sun
- 11. By what method? Cash Cheque EFT
- 12. Do you include the following details on the employees pay slip?
 - i. Employer ABN Yes No I don't know
 - ii. Legal and/or trading name of employer Yes No I don't know
 - Employee name Yes No I don't know

- iii. Date of payment (19/06/14) Yes No I don't know
- iv. Period of payment (09/08/14-16/08/14) Yes No I don't know
- v. Gross and net amount of pay Yes No I don't know
- vi. 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 N/A Yes No
- vii. For employees paid an annual rate (salary) that rate as at the last day in the payment period N/A Yes No
- viii. Details of any deductions made from the employee's pay Yes No I don't know
- ix. Amount and the name of the superannuation fund (for employers required to make the superannuation contributions for the benefit of employees) Yes No I don't know
13. Do employees get a pay slip within 1 working day after they are paid? Yes No I don't know
14. Do casual employees receive the correct loading for ordinary time/overtime/weekend work and public holidays in accordance with the relevant Award/Agreement? N/A Yes No
15. If the work is performed on weekends, nights or public holidays
- i. Do you accurately record the start and finish times for employees who received a penalty rate? N/A Yes No
- ii. Do you pay the correct penalty rates (according to the relevant Award/Agreement)? N/A Yes No
16. Are district/uniform/late work or other allowances being paid as per the relevant Award/Agreement? N/A Yes No
- i. If no, are the employees properly compensated? N/A Yes No
17. Do you have an Individual Flexibility Agreement in place for employees paid a flat hourly rate? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

TIME & WAGES RECORD KEEPING

18. Do you include these details on the employee's records
- i. Legal and/or trading name of employer Yes No I don't know
 - ii. Employee name Yes No I don't know
 - iii. Date the employee commenced work with the employer Yes No I don't know
 - iv. Employee status-whether the employee undertakes part-time or full-time work and whether they are engaged as a permanent, temporary or casual employee Yes No I don't know
 - v. Number of hours worked Yes No I don't know
 - vi. Number of overtime hours worked Yes No I don't know
 - vii. Rate of pay Yes No I don't know
 - viii. Any written agreements of hours worked, individual flexibility arrangements or guarantees of annual earnings Yes No I don't know
 - ix. Gross and net amount of pay Yes No I don't know
 - x. Deduction details Yes No I don't know
 - xi. Monetary allowances Yes No I don't know
 - xii. Leave accrued/taken Yes No I don't know
 - xiii. Superannuation details Yes No I don't know
 - xiv. Termination details Yes No I don't know
19. Did you know you have to keep time and wage records for 7 years? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

GENERAL

20. Do you have an employment contract in place? Yes No I don't know
21. If so, does your employment contract clearly state what is included in the employee's salary? Yes No I don't know
22. Do you have documents of company policies and procedures so employees know what is expected of them? Yes No I don't know

23. Do you have position descriptions? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

TERMINATION OF EMPLOYMENT

24. Are you aware of what steps an employer is required to take in order to fairly dismiss an employee? Yes No I don't know

25. Do you have adequate templates for dismissing and performance managing an employee?

26. Have you determined whether you are a small business for the purposes of unfair dismissal and redundancy? Yes No I don't know

27. Do you know what the Small Business Fair Dismissal Code is? Yes No I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

Notes:

Please contact Employment Services & Solutions Australia on (08) 9240 4230 if you would like any information on the following services we offer to assist you comply with the Fair Work Act 2009.