**New Employee Checklist**

Introduction to National Employment Standards form

Job Description and Letter of Appointment

Superannuation Fund details

Bank Account details

Completed Tax File Number Declaration (available from newsagents)

Introduction to workplace safety specific to the worksite

Explain workplace policies and procedures and how/where to access them

Introduction to other staff and relevant external parties e.g. suppliers, customers

Establish a training programme specific to the job

**Information sources:**

State awards - Wageline

<http://www.commerce.wa.gov.au/labour-relations/wageline>

Federal (Modern) awards - Fair Work Commission

<https://www.fwc.gov.au/awards-and-agreements/awards/find-award/modern-awards-list>

State Employment Information:

<https://www.commerce.wa.gov.au/labour-relations/private-sector-employers-and-employees>

<https://www.commerce.wa.gov.au/labour-relations/what-include-employment-contract>

Workers compensation - Workcover

<http://www.workcover.wa.gov.au>

National Employment Standards and general information - Fair Work Ombudsman

<http://www.fairwork.gov.au>

Health & Safety - Worksafe & Safe Work Australia for guidance and codes of practice

<http://www.commerce.wa.gov.au/worksafe>

Policies - Google 'employment policies western australia' - many institutions have all their policies available on their websites. Can be used as a guide.