

January 2023 – Workplace Checklist

	Item	Y/N	Action By	Date Complete
1.	<p>SECURE JOBS BETTER PAY BILL UPDATE:</p> <p>Is the business aware of how the new legislative changes will affect employees moving forward?</p> <p>https://osbornlaw.com.au/secure-jobs-better-pay-bill-update/</p>			
2.	<p>PAID FAMILY AND DOMESTIC VIOLENCE LEAVE:</p> <p>Has a business updated its policies to provide for the new paid family and domestic violence leave?</p> <p>https://www.fairwork.gov.au/newsroom/news/new-paid-family-and-domestic-violence-leave</p>			
3.	<p>CONTRACTORS:</p> <p>Does the business have appropriate documentation in place if it engages contractors? Further, do the business owners understand the risks involved in engaging contractors?</p>			
4.	<p>CASUAL EMPLOYEES:</p> <p>Is the business complying with the legislation, and does it have appropriate documentation in place, for its casual employees?</p> <p>https://www.fairwork.gov.au/starting-employment/types-of-employees/casual-employees</p>			

5.	<p>AWARD COMPLIANCE:</p> <p>Is the business aware of the applicable Award in the workplace, does it pay in accordance with the Award, and do the employment contracts properly provide for the Award benefits? Wage theft claims continue: https://www.fairwork.gov.au/newsroom/media-releases</p>			
6.	<p>LEGAL CLAIMS:</p> <p>Are the business owners aware of general protections claims and how businesses can prevent being sued under the general protections laws if an employee claims they have been treated adversely? Are the business owners aware that general protections claims can be bought even when employees are still under probation? https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/protections-at-work</p>			