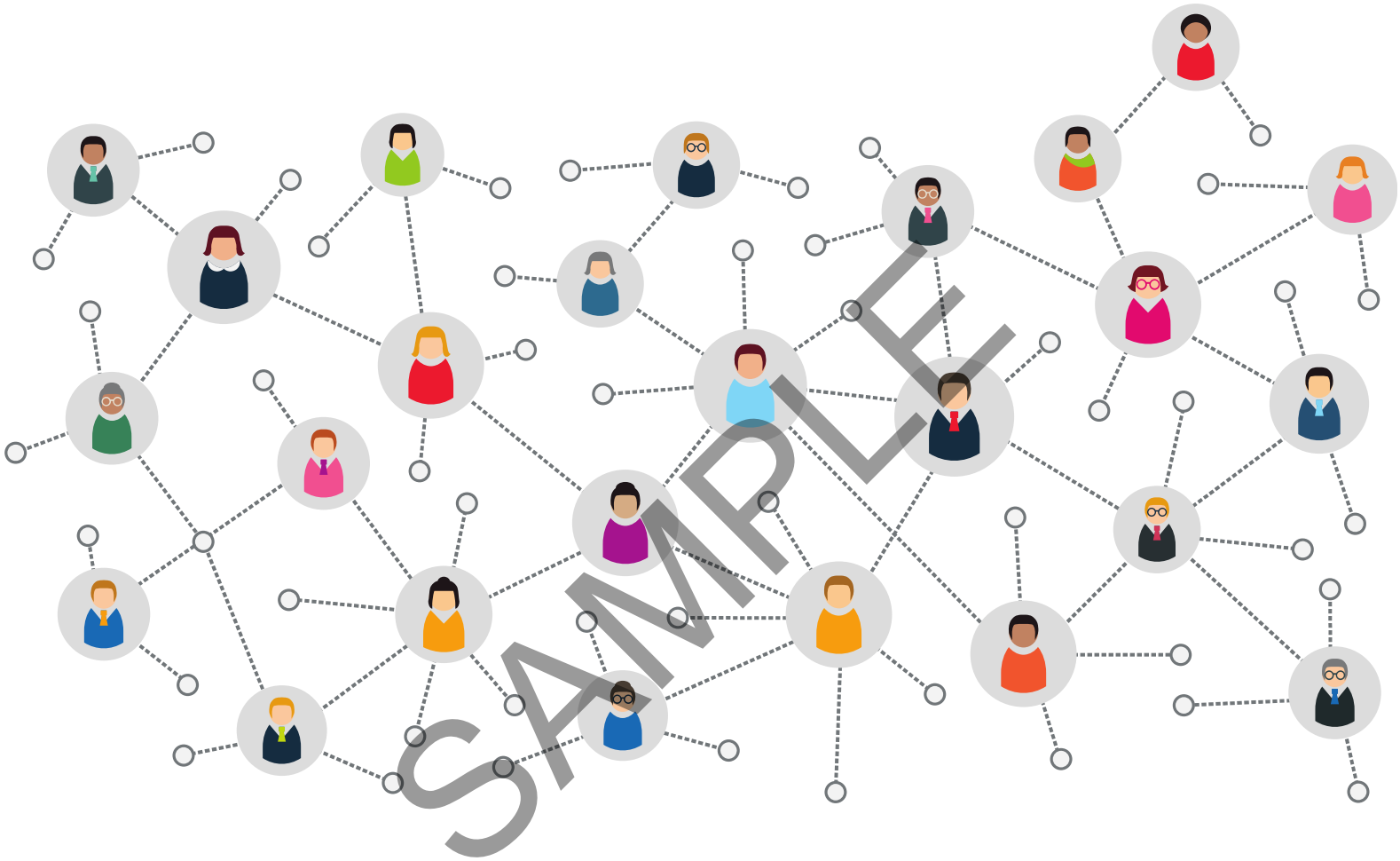
SafetyDocs
by SafetyCulture



HR MANUAL

Content

1.3 Document Control

1.3.1 Distribution Record Register

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1.3.2 Amendment Record Register

ISSUE #: 1
ISSUE DATE:

Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
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1.4 Terminology

1.4.1 Abbreviations and Acronyms

AS/NZS: Australian Standards/New Zealand Standards.

DV: Domestic violence.

FAO: First Aid Officer.

GST: Goods and Services Tax.

HR: Human resources.

IT: Information Technology.

HSR: Health and Safety Representative.

OHS: Occupational Health and Safety.

RTO: Registered Training Organisation.

RTW: Return to Work.

TFN: Tax File Number.

1.4.2 Definitions

Act: A law (legislation) passed and enacted by a state or territory parliament.

Audit: Systematic, independent and documented process for obtaining evidence of conformity to a set of standards and evaluation to determine the extent of compliance.

Bullying: Repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

4.9 Violence in the Workplace

POLICY

This policy aims to reduce the threat and manage any incident relating to harm caused by violent and aggressive behaviour while at work.

Workplace violence prevention is not limited to incidents that occur within a traditional workplace. Work-related violence can also occur at off-site business-related functions, social events related to work, or on the road to/from and between jobs.

{company_name} recognises that physical and emotional harm may not always result from work practices. Health and safety hazards can also arise from the threat or actual incidence of violence and includes any act in which a person is abused, threatened, intimidated or assaulted at work.

When there is the potential for workers to experience workplace violence, we are committed to reducing the threat and managing any incident in the workplace.

This will be achieved by:

- assessing the risk of potential workplace violence,
- developing procedures to aid in the identification, management and reporting of workplace violence,
- reporting all incidents of workplace violence (actual and potential incidents),
- putting in place an Investigative procedure to identify all factors. (Measures put in place to prevent reoccurrence).

We will engage a 3-part approach to workplace violence:

1. Prevention:
    a. training workers about what constitutes workplace violence,
    b. creating awareness of the health and safety risks associated with violence,
    c. encouraging reporting,
2. Investigation:
    a. suitably trained persons will be investigate all reports,
    b. all cases will be investigated in a fair, unbiased manner following set guidelines,
3. Control:
    a. control strategies will be put in place that includes (where relevant):
        i. re-assigning tasks/shifts/work locations,
        ii. mediation (internal or external),
        iii. counselling,
        iv. disciplinary action resulting in the termination of employment.

RESPONSIBILITIES

We are responsible for ensuring that:

- a safe workplace is provided for all people where there is a potential risk of violent behaviour,
- there are effective Workplace Violence Prevention Procedures and supportive mechanisms in place,
- all workers are trained and familiar with the Workplace Violence Prevention Procedure,
- review of the Workplace Violence Prevention Procedure is conducted as required,
- maintain information about incidents and investigations (e.g., incident findings, corrective actions),
- maintain medical records, workers' compensation information and other records as appropriate,
- maintain training records.

Manager(s)/Supervisor(s) are responsible for:

- identifying any inappropriate behaviour in the workplace that may lead to workplace violence,
- ensuring all workers understand and are familiar with the Workplace Violence Prevention Policy and Procedure,

6 PAYROLL

POLICY

This policy is intended to provide staff with clear information regarding pay, leave, employment entitlements, and workplace conditions.

{company_name} will comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations. All employment agreements are based on the NES standards and Fair Work modern awards as a minimum requirement. Additional employment entitlements may also be provided on a case-by-case basis. E.g., leave entitlements, above award pay or other entitlements.

RESPONSIBILITIES

We are responsible for ensuring:

- payroll software and systems are fit-for-purpose, current and secure,
- all changes in remuneration (including bonuses) are appropriately reviewed and authorised,
- all payroll liabilities are fairly reflected in the Financial Statements and Management Reports of {company_name}.

PAYROLL ADMINISTRATOR TASKS

- Collate, check, and process timesheets.
- Process weekly / fortnightly / monthly / pays.
- Monitor, record and process annual leave applications.
- Monitor, record and process personal leave and medical certificates.
- Monitor long service leave.
- Issue payslips.
- Prepare and process Superannuation obligations.
- Prepare and issue end-of-financial-year (EOFY) income statements.
- Prepare, finalise and reconcile all EOFY payroll information.
- Manage worker contracts.
- Manage worker queries.

PAYROLL OBLIGATIONS

1. {company_name} (We) will pay its workers accurately and on a timely basis, following the terms and conditions of Employment Agreements *(Employment Agreement).*
2. We will maintain an accurate salary record for all staff, including management of leave.
3. All non-electronic worker payroll information will be kept in a secure location as per our privacy policy.
4. We will update worker payroll information in an accurate and timely manner.
5. All payroll related payments will be made by direct debit. Manual payments may be authorised in special circumstances with approval from *(insert responsible persons' name).*
6. All staff will be provided with payslips in electronic form.
7. Taxation payments are automatically deducted from your salary, and Superannuation payments paid into your nominated fund.
8. Any payment to a worker outside of their Employment Agreement is required to be authorised by *(insert responsible persons' name/position).*
9. The payroll administrator is *(insert responsible persons' name/team).* In the first instance, all requests for changes should be made via email. Please ensure notification is made before the date you wish for the change to be effective.
10. The worker pay cycle is {weekly/fortnightly/monthly}. Our pay cycle runs from Monday to Sunday over an *(enter period, e.g. one week period)* and pay is processed on *(enter day and frequency, e.g . Thursday, every week).*
11. Pays will be deposited electronically into the bank account details provided by the worker.

20. INDEX OF SUPPORT DOCUMENTS