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.

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