

New Worker Checklist



I've found a support worker, what do I need to do before they start?

If your worker is an **employee** then you need to:

Have an **ABN PAYG branch number** or a **WPN number** so that you can withhold tax and transfer those amounts to the ATO, as well as pay superannuation into your employees Super Fund

Consider an **Employment Contract** for your employee to sign setting out the details of their employment

Have them complete a **Tax File Number Declaration form**. This helps you to know how much tax to withhold from their wages

Have them complete a **Super Choice form** if you are going to be paying them the Super Guarantee Contribution so that you can pay their Super into their nominated fund

Get their **personal details** (emergency contact; bank account etc)

Get a copy of their **Working with Children Check card, National Police Clearance, First Aid Certificate** and any other qualifications/certifications (if applicable)

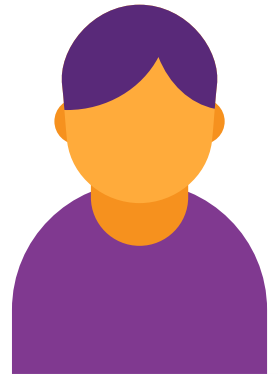
Take out a **Worker's Compensation Insurance policy** to protect them if they are injured while working for you

Make sure you provide a **safe workplace** and give your employee appropriate training and information about their role. You can read more about this here



www.commerce.wa.gov.au/worksafe/employers-your-responsibilities

Get **STP payroll software** to calculate their wages, tax and super payable (mandatory from 1 July 2021) OR consider having a bookkeeper or accountant do payroll for you.



Be A Boss



If your worker is engaged as a **sole trader contractor** (they will usually have an ABN and will be invoicing you)

Do an **ABN lookup** of their ABN to check it is valid and the contractor is the holder of the ABN

Ask for a copy of their **public liability insurance certificate**, if this is something you require them to have

Consider taking out **Worker's Compensation Insurance policy** to protect them if they are injured while working for you

Note: If your worker is engaged as a Contractor and they do not have an ABN, then they may be able to invoice you and use the **ATO Statement by Supplier form**. This is a decision for them to make as a contractor.



Worker Screening

You might choose to have your worker apply for a NDIS Worker Screening check.

This is to check whether a person that works with a person with a disability, poses a risk to them and is cleared to or excluded from working with people with disability.

You can read more about this here



[www.ndiscommission.gov.au/
about/ndis-worker-screening-
check](http://www.ndiscommission.gov.au/about/ndis-worker-screening-check)

Information/Training

You can consider providing these things to your support worker when they start working with you.

Provide them with **detailed information** about the person they are supporting. For example – who they are, likes and dislikes, what and who is important to and for them, and what makes a good life for them. This might include practical things like medication, specific support needs, etc.

Provide them with the **NDIS Code of Conduct** – this explains the expectations of workers and providers who deliver NDIS support to people

- Fact Sheet
➔ www.ndiscommission.gov.au/document/791
- Summary for Workers
➔ www.ndiscommission.gov.au/document/811
- Guidance for Workers
➔ www.ndiscommission.gov.au/document/571
- WAiS Code of Conduct resource
➔ <https://waindividualisedservices.org.au/wp-content/uploads/2021/02/Code-of-conduct.pdf>

You can choose to ask them to do the **Worker Orientation Module**

To make sure that your support worker understands the Code of Conduct, you can ask them to complete this orientation module

- ➔ www.ndiscommission.gov.au/workers/training-course

You might choose to pay them for their time to complete this module.

Give them **training** on the specific tasks required to do their job well, safely and to your expectations.





This general information guide is current as at March 2021. Please note that over time some of the links provided may not work as governing bodies change their website layouts. If a link does not work, we recommend you source the relevant document using a title search with an Internet search engine.

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