


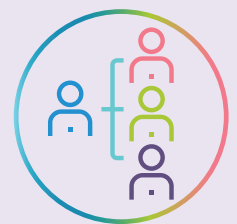
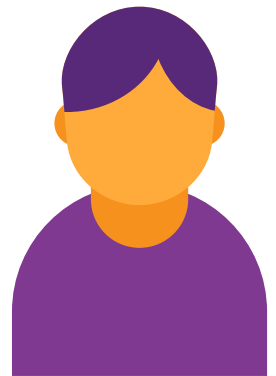
# New Worker Checklist



## 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 Pay As You Go (PAYG) branch number** or a **Withholding Payer Number (WPN) number** so that you can withhold and transfer tax to the ATO, as well as pay superannuation
- Consider an **Employment Contract** for your employee to sign
- Have them complete a **Tax File Number Declaration form** to help you 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 Superannuation Guarantee so that you can pay it 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](http://www.commerce.wa.gov.au/worksafe/employers-your-responsibilities)
- Get **STP payroll software** to calculate their wages, tax and super payable (mandatory for people with WPNs from 1 July 2022) OR consider having a bookkeeper or accountant do payroll for you. Most ABN holders with employees already need to use STP.



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](http://www.ndiscommission.gov.au/document/791)
  - Summary for Workers
    - ➔ [www.ndiscommission.gov.au/document/811](http://www.ndiscommission.gov.au/document/811)
  - Guidance for Workers
    - ➔ [www.ndiscommission.gov.au/document/571](http://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](http://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.





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