



CHECK LIST FOR EMPLOYING OTHERS IN YOUR BUSINESS:

TASK	CHECKED
Is the business able to afford staff member? Has financial projections been undertaken factoring in other person's wage payment and projected income this person will generate for the business?	
Is the person employed in the business as an employee or a contractor? Employee need tax file number. Contractor requires ABN (Australian Business Number) For foreign nationals do they have the necessary documentation to work in Australia?	
Is the applicant aware of their tax obligations under employee and/or contractor arrangements	
Does the applicant have the necessary qualifications and skills to undertake this role?	
If not, what type of training is required and at what cost to the business?	
Will this applicant attract any type of training/employment subsidy? e.g. traineeship/apprenticeship	
Is there a written job description for the new employee/contractor? This should outline job title and role in the organisation days/hours of employment job description list of tasks to be undertaken responsibilities duty of care	
Has the business a written documentation on staff/contractor Induction? All new employees must be inducted and understand their role and responsibilities, a simple document to be signed off giving their undertaking that they understand their roles and responsibilities in terms of conducting their daily job and what their responsibilities are in terms of on the job health and safety	
Has the business a written document on the businesses' Health and Safety Policy? A copy of this needs to be provided to the new employee/contractor outlining procedures to be undertaken in the case of emergencies.	
Has the business a Contract of Employment stating Employer/ employees/contractor's obligation in being employed by the business. This should include probationary period for new employee/contractor, and length of contract.	
Is the applicant willing to sign a Contract of Employment?	
Will the business insurance cover the new staff member? Or will the contractor carry their own insurance liability?	