

ab Recruitment



PRE-START INDUCTION HANDBOOK

ESSENTIAL INFORMATION
TO GET YOU READY FOR
YOUR PLACEMENT

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IMPORTANT INFORMATION

Prior to going on site, all employees are required to read and sign off, as being understood and accepted, the following safety information.

INTRODUCTION

In this handbook we will provide you with the general safety information you will need ahead of your placement. We will also provide you with safety advice that is directly applicable to the type of work that you will be required to undertake.

This will include information such as; details of the job description and responsibilities, your start & finish times, hourly pay rates, and to whom and where to report to when you arrive on site.

Every Host Employer we place you with should provide you with a site induction specific to their site. Please ensure you familiarize yourself with their Amenities, Health & Safety and Emergency & Evacuation Procedures, as well as their Health and Safety and First Aid Officers.

During the Host Employer site induction you will be advised on the process to record your hours, either by clocking on/off or filling out a timesheet (as this varies from site to site) as well as lunch/rest break times. If you have any concerns regarding Host Employer site inductions, please contact your **ab** Representative.

OH&S

Under the Work Health & Safety Act 2011:

Employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Employees are required to take reasonable care of their own health and safety, and that of anyone else who may be affected by their actions.

GENERAL SAFETY



An employee must:

- Be aware of your own safety and the safety of others
- Obey all safety directions and signs
- Report risks and/or hazards to your supervisor or the safety representative and immediately report to **ab Recruitment**
- Report injuries and incidents, including near misses, to your supervisor or the safety representative
- Follow safe operating procedures and practices
- Do not operate any plant or equipment unless you hold current licences/permits and have demonstrated competence to your supervisor or trainer. (Documentation must be signed off by trainer and trainee)
- Wear Personal Protective Equipment when required
- Make yourself aware of emergency procedures
- Be aware of all exits & assembly points
- Be aware of where first aid kits are located
- Make yourself familiar with the Health and Safety Policy and Procedures of the client company
- Must have zero blood alcohol content, be free from the influence of illicit drugs while at work, and have a negative reading for the presence of illicit drugs

CONDUCT

The manner in which you conduct yourself on a Host Employers premises is very important to our business, your continued employment and the safety of yourself and your workmates.

Everyone is responsible for acting and ensuring others act in accordance with Work Health and Safety and Environmental Laws, regulations and policies at all times.

Treat each other with dignity and respect, be honest, fair and ensure your behaviour is beyond reproach. Use your Host Employers company property responsibly and safely.

Remember you are accountable for your actions and responsible for their consequences.

The following conduct will not be tolerated at work:

- Being under the influence of alcohol or drugs
- Gambling, 'horseplay' or fighting
- Theft or destruction of company, client or co-workers property or equipment
- Entry into areas of the client premises without permission
- Bullying or discriminatory behaviour towards others for any reason including race, gender, age etc.

CHANGE OF DUTIES

If at any time during your placement, your Host Employer changes the duties you are expected to perform from those you were initially employed to do, you must contact **ab Recruitment** immediately.

HOUSEKEEPING

Good housekeeping will result in efficient work. Poor housekeeping will contribute to accidents.

The following housekeeping standards are required:

- Work areas are to be kept neat & tidy
- Oil & chemicals spills immediately cleaned up to prevent slipping hazards
- Tools shall be replaced in tool boxes or storage areas after use
- PPE shall be maintained in good working order, and when not in use stored in a clean and hygienic manner

INTERNET ACCESS

If you have internet access with your host employers, please check and always adhere to their policy for internet use.

MOBILE DEVICES

Please check and adhere to your host employers policy on use of mobile phones & devices when on any work placement.

SMOKING

Most workplaces are smokefree. Always comply with your host employers smoking rules and only if permitted, smoke in designated smoking areas.

ACCIDENT & INCIDENT REPORTING



All accident, incidents and near misses, no matter how minor, must be immediately reported to your supervisor.

All of our Host Employers will have an Accident / Incident register, and it is a legal requirement that this register be completed following Accident / Incident.

The register entries must be an accurate record of the event and be signed off by the parties involved, including the Supervisor.

It is also essential to report any Accident / Incident to **ab Recruitment**.

HAZARD REPORTING

Report any hazard to your supervisor and, if not corrected, telephone your Account Manager or Consultant immediately and inform them of the hazard.

If you are finishing a shift and another person is starting a shift, inform that person of any hazard or potential hazards.

If you observe another employee using an unsafe method of performing a job, bring it to his/her attention, or to your supervisor's attention.

MACHINERY & MOBILE EQUIPMENT

Only operate machinery or mobile equipment that you have been trained/ licensed to operate and do not remove or tamper with machinery guarding or tags.

Report any defects with machinery or mobile equipment to your supervisor.

WORKING OUTDOORS

Please ensure you wear appropriate clothing when working outdoors. Use of appropriate sun protective PPE in line with SunSmart guidelines: sunscreen, sun protective work clothing, including a hat and sunglasses.

TRAFFIC MANAGEMENT

Safety vests and protective footwear are required to be worn at all times when on any worksite we assign you to.

You will be advised if additional PPE is required for the particular site you will be working at.

Do not operate forklifts, trucks or other vehicles unless you hold the appropriate licence and are instructed to do so by your supervisor.

When operating any vehicle on site, always follow Company traffic management plan and road rules.

Remember to only park in designated parking areas.

GENERAL INFORMATION

ABSENCE DUE TO SICKNESS

If you are not well or you are unable to attend work, you (or a friend or spouse) must notify **ab Recruitment** before your commencement time.

Failure to notify our office of your absence due to sickness may affect your future employment opportunities with **ab Recruitment**.

As a casual employee you are paid a casual loading which replaces annual leave, public holidays and sick leave.

HOURS OF WORK & PUNCTUALITY

Your hours of work will be explained to you in detail and it is your responsibility to be ready to work at or before the specified time.

Poor time keeping will result in termination of your casual employment and will also affect future employment opportunities with **ab Recruitment**.

OVERTIME

When overtime is worked you will be paid in accordance with the appropriate industry Award or site EBA.

CONDITIONS OF EMPLOYMENT

Your conditions of employment is Casual and is based on the appropriate Industry Award or site EBA.

TIMESHEETS & PAYMENT OF WAGES

You will be paid weekly. Pays will be available in your bank accounts on Wednesdays.

Where you have provided us your email address, your payslips and payment summary will be emailed to you, or if you prefer, they will be posted.

Please ensure you update your address and telephone number should either of those change while employed by **ab Recruitment**.

Please ensure that you have provided **ab Recruitment** with your current bank account details and that you have completed a Tax File Number Declaration form and a Superannuation form (both with your tax file number).

Failure to supply a Tax File Number Declaration form will result in your wages being taxed at 48.5%.

If you do not provide us with a designated superannuation fund, your superannuation will be paid into Australian Super.

COVID-19 ADVICE SUPPLEMENT

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BACKGROUND

The World Health Organisation has announced that COVID-19 is a pandemic. COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath.

It is a highly infectious disease that is spread from person to person through:

- Close contact with an infectious person (including in the 24 hours before they started showing symptoms);
- Contact with droplets from an infected person's cough or sneeze; and
- Touching objects or surfaces (like doorknobs, tables or equipment) that have cough or sneeze droplets from an infected person and then touching your mouth or face.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or diseases, or older people, are more likely to suffer from more serious symptoms of the disease.

As an **ab Recruitment** worker it is important to understand the key requirements to adhere to when working on any site. You must not attend work if you have any symptoms or are a direct contact of a positive case.

Physical distancing is necessary because the most likely way of catching the virus is by breathing in micro-droplets from another person sneezing, coughing, or exhaling. By ensuring there is 4 square metres of space per person and maintaining a physical distance of at least 1.5 metres from others where possible, you will reduce the likelihood of exposure to microdroplets of others.

Current health advice is that everyone, including people at workplaces, must implement physical distancing measures wherever possible.

HYGIENE

Everyone must practice good hygiene while at any workplace. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean single-use paper towels.

If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely.

Everyone must wash and dry their hands:

- Before and after eating
- After coughing or sneezing
- After going to the toilet
- When changing tasks and after touching potentially contaminated surfaces

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash and dry hands.

Good hygiene also requires everyone at the workplace to, at all times:

- Cover coughs and sneezes with elbow or a clean tissue (no spitting)
- Avoid touching their face, eyes, nose and mouth
- Dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- Wash and dry hands completely before and after smoking a cigarette
- Clean and disinfect shared equipment and plant after use
- Wash body, hair (including facial hair) and clothes thoroughly every day
- No intentional physical contact, shaking hands, patting backs, etc
- Do not share personal items such as cigarette lighters
- Leave the workplace if they have COVID-19 symptoms

CLEANING

Each workplace must implement appropriate cleaning and disinfecting measures. A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

Workplaces must be cleaned at least daily. Cleaning with detergent and water is usually sufficient. Once clean, surfaces can be disinfected. When and how often each workplace should be disinfected will depend on the likelihood of contaminated material being present.

All these requirements will be implemented at any employment site. You must ensure you understand the workplace specific COVID-19 requirements and adhere to each process as directed by site management. If you are unsure about the specific site rules or have a concern regarding how the Host Employer is managing COVID-19 you must report this without delay to your **ab Recruitment** Consultant for investigation.

CONSULTATION & REPORTING

ab Recruitment have implemented a COVID-19 Safe Management Plan, which stipulates the procedure for a confirmed or suspected case. As local and state situations change **ab Recruitment** will communicate with all current temps through email, and sms.

It is important to ensure that if you feel unwell or develop symptoms such as a fever, cough, sore throat or shortness of breath, you do not go into work and should seek medical advice. It is also important to note that if someone you live with is unwell and is tested for COVID-19, you must stay home and notify your **ab Recruitment** Consultant without delay.

If a suspected case is identified at any workplace, the worker must immediately leave work, seek medical advice and be tested. The worker must then self-isolate until medical results are received.

After seeking medical advice, if a worker is confirmed as having COVID-19, then the relevant state and territory public health unit will trace and contact the people.

If you have been tested positive you can not return to work without a clearance from isolation. The relevant state Department of Health will provide this clearance.

If you or anyone in the workplace is unwell, or you do not believe the host employer is complying with social distancing or state based requirements, you must report this immediately to your **ab Recruitment** Consultant. Our management team will assist as per **ab Recruitment's** relevant plans.

IMPORTANT: New casual employees also need to be given the Fair Work Information Statement. Visit www.fairwork.gov.au/fwis for more information.

? Who is a casual employee?

From 27 March 2021, changes to workplace laws relating to casual employees mean that you are a casual employee if:

- you are offered a job
- the employer makes **no firm advance commitment** that the work will continue indefinitely with an agreed pattern of work
- you accept the offer knowing that there is **no firm advance commitment** and become an employee.

Whether you're a casual employee is assessed **at the time** you are offered and accept the job.

> No firm advance commitment

To work out if your employer made **no firm advance commitment** when offering you the job, only 4 factors are to be considered. They are whether:

- your employer can choose to offer you work and it's your choice whether to work or not
- you'll be offered work when the employer needs you to work
- your employment is described as casual
- you'll be paid a casual loading or a specific pay rate for casual employees.

A regular pattern of work doesn't automatically mean you're permanent (full-time or part-time).

Find out more about casual employment at www.fairwork.gov.au/casual

📅 Becoming a permanent employee (casual conversion)

As a casual employee, you have the right to become a permanent (full-time or part-time) employee in some circumstances. This is known as 'casual conversion'.

> Small businesses

If you are employed by a small business (fewer than 15 employees), your employer does not have to offer you casual conversion, but you can make a request to your employer if you meet the requirements for making a request (see table below). Unlike employees who work for a business with 15 or more employees, you don't have to wait until 28 September 2021 before you can make a request. Find out more information about what a small business employer is and the rules for making a request at www.fairwork.gov.au/casualconversion

> Other businesses

If you work for a business with 15 or more employees, the rules about offers and requests for casual conversion are:

OFFERS	REQUESTS
<p>Your employer must offer you casual conversion if:</p> <ul style="list-style-type: none"> • you've been employed by them for 12 months • you've worked a regular pattern of hours for at least the last 6 months on an ongoing basis, and • your regular hours could continue as a permanent employee without significant changes. <p>Your employer doesn't have to offer you casual conversion if:</p> <ul style="list-style-type: none"> • there are reasonable grounds for them not to, or • you are not eligible. <p>Depending on when you started as a casual employee with the employer, there are different rules and timeframes that apply.</p> <p>If you started as a casual employee before 27 March 2021, your employer needs to assess whether they need to make you an offer for casual conversion by 27 September 2021. If you meet the requirements, they need to make the offer to you in writing within 21 days after making the assessment. You have to respond in writing within 21 days after the offer is given to you.</p>	<p>From 28 September 2021, you can make a request to your employer to become a permanent employee if:</p> <ul style="list-style-type: none"> • you've been employed by them for at least 12 months • you've worked a regular pattern of hours in the last 6 months on an ongoing basis • your regular hours could continue as a permanent employee without significant changes • you haven't refused a previous offer to become a permanent employee in the last 6 months • your employer hasn't told you in the last 6 months that they won't offer you casual conversion on reasonable grounds, and • your employer hasn't already refused a request from you to become a permanent employee based on reasonable grounds in the last 6 months.

OFFERS (continued)

If your employer decides not to offer you casual conversion (including if you don't meet the requirements because you haven't been employed for 12 months), your employer needs to tell you that in writing within 21 days of making the assessment but by no later than 27 September 2021.

If you started as a casual employee on or after 27 March 2021 and are eligible for casual conversion, your employer needs to make the offer to you in writing within 21 days after your 12-month anniversary. You have to respond to the offer in writing within 21 days after the offer is given to you.

If your employer doesn't have to offer you casual conversion, they need to tell you that in writing within 21 days after your 12-month anniversary.

REQUESTS (continued)

You need to make the request in writing. You can make the request from 21 days after your 12-month anniversary. Your employer has to respond within 21 days.

Your employer can only say no after consulting you, and only if there are reasonable grounds. They have to tell you in writing.

If your employer refuses a request on reasonable grounds, you won't be able to make another request for 6 months. You'll need to meet the requirements to make another request.

> Find out more about casual conversion requirements

Find out more, including rules about timeframes, making the offer or request in writing and responding in writing, and what counts as reasonable grounds, at www.fairwork.gov.au/casualconversion

What if there is a disagreement?

If you and your employer have a disagreement about casual conversion, there are steps you can take to help resolve it:

- **If you're covered by an award, agreement or employment contract with a process for dealing with disputes** relating to the National Employment Standards, you need to follow that process.
- If **not**, you need to try to resolve the disagreement directly with your employer first. If you aren't able to resolve it, you can refer your dispute to the Fair Work Commission.

You can also seek help from the Federal Circuit Court (including the small claims court) if your dispute is about whether:

- you meet the requirements for your employer to make an offer to you to become a permanent employee
- you meet the requirements to make a request to your employer for casual conversion
- your employer has reasonable grounds to not offer or agree to your request for casual conversion.

You can have someone to support or represent you through the dispute process (which could include a union entitled to represent you).

Get help with conversations: Find free online courses to help you have conversations at work (including about casual conversion) at www.fairwork.gov.au/learning

WHO CAN HELP?

The Fair Work Ombudsman, Fair Work Commission and Australian Building and Construction Commission can help:

FAIR WORK OMBUDSMAN

- provides information and advice about your rights as a casual employee, including casual conversion entitlements
- gives information and advice about pay and entitlements
- has free calculators, templates and online courses
- helps resolve workplace issues
- enforces workplace laws and seeks penalties for breaches of workplace laws.

www.fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- deals with disputes about casual conversion (if you are not able to resolve them directly with your employer)
- can deal with your dispute through mediation, conciliation, making a recommendation or expressing an opinion
- if you and your employer agree, can deal with your dispute through arbitration (making a binding decision).

www.fwc.gov.au - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.
www.abcc.gov.au - 1800 003 338

IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS

Find out more about your workplace entitlements and obligations during the impact of coronavirus at coronavirus.fairwork.gov.au

Employees in Australia have entitlements and protections at work, under:

FAIR WORK LAWS

- minimum entitlements for all employees
- includes the National Employment Standards

AWARDS

- set minimum pay and conditions for an industry or occupation
- cover most employees in Australia

ENTERPRISE AGREEMENTS

- set minimum pay and conditions for a particular workplace
- negotiated and approved through a formal process

EMPLOYMENT CONTRACTS

- provide additional conditions for an individual employee
- can't reduce or remove minimum entitlements

Find your award at www.fairwork.gov.au. Check if your workplace has an enterprise agreement at www.fwc.gov.au/agreements



CASUAL EMPLOYEES

If you are a casual employee, you also need to be given the Casual Employment Information Statement when you start work. Visit www.fairwork.gov.au/ceis for more information.



PAY

Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. **You can't agree to be paid less.** Minimum pay rates are usually updated yearly.

Find out what you should get at www.fairwork.gov.au/minimum-wages

NATIONAL MINIMUM WAGE
FROM 1 JULY 2021



\$20.33/hour
full-time or part-time



\$25.41/hour
casual



Use our free calculators to check your pay, leave and termination entitlements at: www.fairwork.gov.au/pact

This is the adult minimum rate for employees with no award or enterprise agreement. Lower rates may apply to juniors, apprentices and employees with disability.



NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at www.fairwork.gov.au/NES

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
Personal leave (sick or carer's leave)	✓ 10 days paid leave per year (pro rata for part-time employees)	✗
Carer's leave	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
Compassionate leave	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
Family & domestic violence leave	✓ 5 days unpaid leave per 12 months	✓ 5 days unpaid leave per 12 months
Community service leave • Jury service	✓ 10 days paid leave with make-up pay + unpaid leave as required	✓ Unpaid leave as required
• Voluntary emergency management activities	✓ Unpaid leave as required to engage in the activity	✓ Unpaid leave as required to engage in the activity
Long service leave	✓ Paid leave (amount and eligibility rules vary between states and territories)	* Varies between states and territories
Parental leave eligible after 12 months employment	✓ 12 months unpaid leave - can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals - can extend up to 24 months with employer's agreement
Maximum hours of work	✓ Full-time employees – 38 hours per week + reasonable additional hours Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
Public holidays	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
Notice of termination	✓ 1-5 weeks notice (or pay instead of notice) based on length of employment and age	✗
Redundancy pay eligible after 12 months employment	✓ 4-16 weeks pay based on length of employment (some exclusions apply)	✗
Casual conversion	✗	✓ The right to become a full-time or part-time employee in some circumstances

IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS



FLEXIBILITY

After 12 months employment, you can make a written **request for flexible working arrangements** if you're 55 or over, a carer, have a disability, are experiencing violence from a family member (or are supporting a family or household member who is), or are the parent of, or have caring responsibilities for, a child of school age or younger. This includes employees returning from parental or adoption leave asking to work part-time to care for the child. Your employer must respond in writing within 21 days. They can only say no on reasonable business grounds.

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall. Find out more at:

www.fairwork.gov.au/flexibility

DID YOU KNOW?

You can create a free My account to save your workplace information in one place at:
www.fairwork.gov.au/register

You can find free online courses to help you start a new job or have difficult conversations at work, visit:
www.fairwork.gov.au/learning

The **Record My Hours app** makes it quick and easy to record the hours you work. It's free on the App Store and Google Play.



ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

www.fairwork.gov.au/ending-employment

If you think your **dismissal was unfair** or unlawful, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

www.fairwork.gov.au/termination



PROTECTIONS AT WORK

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You also have protections when temporarily absent from work due to illness or injury, from discrimination, bullying and harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

www.fairwork.gov.au/protections



AGREEMENT MAKING

Enterprise agreements are negotiated between an employer, their employees, and any employee representatives (e.g. a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

www.fwc.gov.au/agreements



TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within three months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

www.fairwork.gov.au/transfer-of-business



RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer. Find out more at:

www.fwc.gov.au/entry-permits

WHO CAN HELP?

FAIR WORK OMBUDSMAN

- information and advice about pay and entitlements
- free calculators, templates and online courses
- help resolving workplace issues
- enforces workplace laws and seeks penalties for breaches of workplace laws.

www.fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- hears claims of unfair dismissal, unlawful termination, bullying, discrimination or 'adverse action' at work
- approves, varies and terminates enterprise agreements
- issues entry permits and resolves industrial disputes.

www.fwc.gov.au - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.
www.abcc.gov.au - 1800 003 338



INDUCTION ACCEPTANCE

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JOB DESCRIPTION

ab Recruitment will only place you in roles that match your qualifications, skills and experience.

Specific information regarding hours of work, site details etc will be provided if/ when you are offered a specific position. I will discuss with my immediate Supervisor anything that I do not understand.

I have been informed by *ab Recruitment* that my employment is on a casual basis and does not entitle me to sick leave, annual leave or public holidays.

EMPLOYMENT STATUS

I understand I am under no obligation to accept any assignment offered by *ab Recruitment*. Following a six month assignment, there may be opportunities for permanency. If such opportunities are not available, I may apply for other suitable positions continue my existing relationship on a casual basis.

I understand that I must contact *ab Recruitment* immediately to report any workplace risks or hazards I observe or am aware of, or if my Host Employer changes the duties I am expected to perform from those I was initially employed to do.

SAFETY INDUCTION ACCEPTANCE

Please complete the *ab Recruitment* Safety Induction online on our website using the link below. The Safety Induction involved a review of and an understanding of the *ab Recruitment* Companies' Safety Policy, standards and procedures, which I will comply with as a condition of my continued employment.

COMPLETE INDUCTION ONLINE