

Your obligations to your dairy staff

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Introduction

There are a number of areas that are important for meeting legal obligations related to employment and workplace safety. This checklist helps to clarify where there may be gaps on your farm.

Do you have up-to-date policies and procedures for occupational health and safety and employment legal requirements?

For example, employment contracts/agreements, occupational rehabilitation, sexual harassment, equal opportunity, anti-discrimination, workplace bullying and dispute management.

Do you have a system for recording employee information?

For example, hours of work, pay records, superannuation records and tax.

Do you have up-to-date insurance for public liability, WorkCover, life insurance and income protection?



A checklist for employment records

- Issue a pay slip with each wages payment. It should include the employee's name, normal hours worked in that period, hours of overtime worked, rate of pay, and any deductions removed from the wage, such as taxation and superannuation.
- Ensure that the correct amount of tax has been deducted. Establish a superannuation account for each employee and ensure that the correct amount is paid each period.
- Ensure that a valid workers compensation policy is maintained.
- Determine the entitlements for annual leave, sick leave, long service leave and other special leave for each employee. These items should be listed in the offer of employment.
- Ensure that you have a safety management plan for the farm, and that you are providing a safe workplace. Ensure that you have provided the necessary personal protective equipment. Ensure that new employees are trained in the use of machinery and equipment, and understand their obligations to use personal protective equipment where appropriate.
- Record any work-related accidents or illnesses, and notify WorkCover where necessary.
- Have a copy of the relevant award or employment contract on site. In NSW, the relevant award is Dairying Industry Employees (State) Award.

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