

EMPLOYEE HANDBOOK - PLEASE TAKE ME HOME!

INFRONT OFFICE:

Se18, L1, 104 Bathurst St
Sydney NSW 2000
Office hours: 9am-5pm

WORK-RELATED INQUIRIES:

Sofie Lord
PH: 0430 608 297
sofie@infrontstaffing.com

ADMINISTRATIVE INFO MUST BE SENT TO:

Infront Reception
PH: 02 8252 7565
reception@infrontstaffing.com

 For urgent requests or inquiries on assigned positions, please CALL US. We are available 24/7.



YOUR INFORMATION CHECKLIST

If not provided yet, please email within 48 hours to reception@infrontstaffing.com a scanned copy/picture of your:

- BANK ACCOUNT DETAILS** - It's necessary to get paid. Change of bank details must be given in writing.
- TAX FILE NUMBER** - It must be given within 28 days of registration, or by law you will get taxed at 49%.
- SUPERANNUATION FUND ORIGINAL STATEMENT** - If you already have it, you must provide us with an **original statement** with FUND NAME, ABN, USI, MEMBERSHIP/ACCOUNT NO or your superannuation contribution will be paid on our nominated superannuation fund (Kinetic).
- PROOF OF WORKING RIGHTS** - You must provide of the following documents:
1) Australian Birth or Citizen Certificate, 2) Australian or NZ Passport, 3) Overseas Passport + Visa



CASUAL/CONTRACT EMPLOYMENT RULES & REGULATIONS

• DRESS STANDARDS:

Labor Hire: Steel capped boots and Hi-Vis vests are a minimum requirement plus a clean and tidy appearance.

Admin/Office: Office attire with a clean, well presented, professional appearance.

• START TIME:

Please arrive at your assigned work site 10 minutes before start time.

• SICKNESS ABSENCE:

Please notify Infront **as soon as possible** as we will need to arrange a replacement.

• TIMESHEETS:

To ensure your pay is delivered on time you must complete your timesheet each week and ensure it is signed by your supervisor. Your supervisor will then email to Infront.

• PAYSLEIPS:

Email address: If you have provided an email address you will receive your pay slip weekly.

Permanent address: If you do not have an email you will receive your pay slip by mail fortnightly.

Collection at Infront Office: If you do not have an email or a permanent Australian address, you can collect your pay slip from the Infront office at your convenience.

• WAGES:

Pay week runs from Monday to Sunday. Wages will be available from Thursday in your bank account; it may be deposited earlier in case of a public holiday.

• LICENSES:

You must carry all current licenses with you at all times (e.g. MR/HR driver, forklift license).

• SMOKING:

You must follow all smoking policies and rules on site.

• DRUGS/ALCOHOL:

Possession, consumption or working under the influence is not permitted.

• WORK HEALTH & SAFETY:

You must adhere to all WHS rules, regulations and procedures on sites (see below).



WORK HEALTH & SAFETY (WHS) PROCEDURES

- Infront Staffing Pty Ltd has a legal obligation to protect all employees from the risk of injury or illness so far as is practicable in the workplace. It is therefore our policy to implement an effective Health & Safety Program which ensures compliance with relevant Acts, Codes, Regulations and Standards.
- All employees are to be committed to the WHS safety program and the elimination or control of workplace hazards. Each individual is personally responsible for working in a safe and healthy manner, following safety rules and not participating in an activity which is likely to be detrimental to their health and safety.
- You must take extreme care for the health and safety of yourself and observe safe-working practices and draw your supervisor's attention to the existence of unsafe conditions, hazards or equipment.

- You must wear the required safety and/or protective equipment (e.g. Goggles, high-vis vest) at all times during assignments. Clients will supply all PPE except steel capped safety boots, that you must supply yourself.
- Pay attention to warning, danger and evacuation procedure signs throughout each worksite and make sure they are never obstructed, defaced, removed or destroyed.
- Only operate machines or any other specialised equipment that you have been trained or have a license to use.
- Only work within normal sight or hearing distance of at least another worker.
- Avoid any act that may cause unnecessary risk of injury to you or others, avoid placing yourself in an unsafe position.

+ **ACCIDENT/INJURY POLICY**

- Report all accidents, injuries and near misses to your supervisor **immediately** as well as to Infront. An Incident report form is available on our website.
- If you require first aid, seek the attention of the first aid officer. Should your injury require further medical attention, ask for transportation to the nearest medical center or hospital. If needed, the medical center or hospital might refer you for rehabilitation.
- Any accident occurring at work must be relayed to the medical staff, in order to be reported as a Work Cover incident. Please ensure you send the accident/incident report to Infront **immediately**.



HOUSEKEEPING

It is your responsibility to keep your work place neat and tidy at all times in order to reduce the risk of accident. Report all spills immediately and clean appropriately. Follow all specific waste management procedures.



EMERGENCY PROCEDURES

- You must be aware of all emergency procedures, fire/emergency exits and fire-fighting equipment.
- You must not obstruct any emergency exits or tamper with fire- fighting equipment.



BULLYING AND WORK HARASSMENT

Bullying or Work Place Harassment will not be tolerated in any form and will result in instant dismissal. Description of what is bullying and harassment is in the Employee Induction Manual.



DISMISSAL

The following are not tolerated by Infront Staffing or our clients and will result in immediate dismissal:

- Deliberate destruction or removal of company, client or other employee's property
- Possession, consumption or being onsite under the influence of any alcohol or illegal drugs
- Smoking in any designated non-smoking area
- Failing to report to work without good reason, or sleeping on duty
- Continually arriving late for assignments
- Unauthorised disclosure of confidential company information
- Disobeying directives given by supervisors or client representatives
- Purposely placing yourself or any staff member into an unsafe position



FEEDBACK

Your comments and feedback are always welcome and appreciated. Please do not hesitate to speak to us about any issues or concerns you have. We are here to provide a friendly and efficient ongoing service.



LIFTING BASICS

Learn how to lift and sit down your load safely, It takes no more time to play it safe, lift right, and save your back from accidental strain and injury!

1. Before you lift anything, think about it. Ask yourself: *Can I lift it alone? Do I need mechanical help? Is it too awkward for one person to handle?* If the load is manageable, follow the steps below.
2. Clear the path before you, stand steady on your feet and bend your knees, not your waist! It will help keep your center of balance and the back straight. The strong muscles in your legs will do the heavy work.
3. "Hug" the load as close to your body as you can, as you gradually straighten your legs to a standing position.
4. Avoid Twisting - It can overload your spine and lead to serious injury. Make sure your feet, knees and torso are pointed in the same direction when lifting.

EMPLOYEE FEEDBACK FORM



Infront Staffing values your feedback, providing feedback enables us to continue to deliver a safe working environment for our employees. For your convenience, once you have completed your assignment, you can take a picture of your completed feedback form and email it to sofie@infrontstaffing.com.

If you feel an issue has occurred which needs to be addressed immediately please call our office on 02 8252 7565.

1- Did your supervisor clearly explain the duties and responsibilities of your appointment?

2- Was the job what you expected? Please give reason.

3- Is there anything about your role that made you feel uncomfortable or unsafe?

4- What are you enjoying most about the role?

5- Did your on-site supervisor provide you with timesheets for signing in and signing out?

6- Was there anything you didn't understand in terms of your requirements or the tasks delegated?

7- Did Infront Staffing provide you with all the relevant information regarding your position?

8- Did you find your recruiter to be helpful and informative regarding your position description?

9- You received a text regarding your pay rate and award you are working under. Was there anything that you didn't understand?

10- If you have any further feedback, please use the space below:
