



Please take time to read this document carefully as it will detail the day to day operation of IWF and the responsibilities you will have. **Make sure to keep a copy of this document to take home with you.**

### Work attire

All staff are required to have their own Yellow high vis top, Black or Blue shorts/pants and steel cap boots. High vis and steel caps are the minimum requirements and you will be sent home if you are not wearing them. All other equipment like hard hats, gloves etc. will be provided by the host employer.

### Work allocation

**Staff Members are required to provide their availability daily unless noted otherwise.** To do this please call the head office 1300 493 782 in the morning prior to the day you wish to work. Employees names will be noted down to be allocated to work for the following day. Please note if you wish to work on a Monday call on the Friday.

Shifts are allocated throughout the day via our database. A text message will be sent out, please respond to the text promptly to either accept or deny the shift. If you have not received a text by 6pm it is safe to assume we were unable to find you work. Unfortunately, due to the nature of the industry this may happen from time to time. Please refer to the Personnel Manager Induction to learn about our allocation system (This will be emailed to you).

It goes without saying that staff that prove themselves valuable employees and represent IWF Staff at high level will receive work before those who have been unreliable, unprofessional or have prompted any other negative feedback. IWF Staff has a very low tolerance for turning up late, poor working attitudes and cancelling shifts at the last minute.

### Payroll

We process our payroll weekly on Tuesdays, therefore you should receive a pay slip that afternoon. Your pay should be available for withdrawal by Wednesday morning. IWF pays the standard award rates this may vary from site to site depending on the award that the site operates under.

### Reporting hours

After completing a shift, you are required to report your hours via Personnel Manager. Initially IWF Staff will set you up on Personnel Manager with your username and password being your mobile phone number. You are required to lock your hours daily where possible. **All hours need to be locked by Monday @ 8:00AM following the weeks work. Failure to submit hours can result in incorrect or delayed payment of wages.** You can access the online system through the staff page on our website [www.iwfstaff.com.au](http://www.iwfstaff.com.au)

### Office hours

Our office hours are 8.00am to 5.00pm AEDST (Melbourne) Monday to Friday excluding all Public Holidays. All payroll enquires and any administrative issues will only be dealt with during office hours. **One of our office staff will be on call outside of office hours, however this is for emergencies only – Please respect the staff on call.** If for some reason you cannot go to a shift or believe you will arrive late, please call and give us as much notice as possible. Do not text. Please remember to communicate with us regarding holidays, exams, illness, injuries and all other matters that may affect your availability. **Please remember - if you do not call us you will not get work.**



EMPLOYEE APPLICATION

Please indicate your legal work status

Australian/New Zealand citizen  Visa

Visa Type(if applicable): \_\_\_\_\_

Visa Subclass: \_\_\_\_\_ Attached Copy

Date of Birth:\_\_\_/\_\_\_/\_\_\_\_\_ Male / Female

Given Names:\_\_\_\_\_ Surname:\_\_\_\_\_

Mobile: \_\_\_\_\_ Email address:\_\_\_\_\_

Home address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Drivers license No: \_\_\_\_\_ Fork license No (if applicable): \_\_\_\_\_

Method of transport: Car  Motor Bike  Public Transport

Please note that the majority of our host employers require our staff to have their own form of reliable transport, this does not include public transport or bicycles.

Have you ever been previously employed by IWF if so during what time period: \_\_\_\_\_

Where did you first hear about this position: \_\_\_\_\_

Please circle the most appropriate answers

Do you wear prescription glasses or contact lenses? Yes No Do you smoke? Yes No

Have you ever had any serious health related problems? Yes No

If yes, please provide brief detail:

Please advise your shirt size: \_\_\_\_\_

Are you current undergoing any medical treatment? Yes No

If yes, please provide brief detail: \_\_\_\_\_

WorkCover history

If you have ever claimed WorkCover please provide the year, injury and your employer at the time.

Year	Injury	Employer
_____	_____	_____
_____	_____	_____



Office Use Only	
Scanned	
PManager	
MYOB	



EFT PAY DETAILS

I \_\_\_\_\_ hereby authorise my pay to be deposited into my bank account as follows.

Please print clearly

Email address \_\_\_\_\_

Bank name \_\_\_\_\_

Name in which account is held \_\_\_\_\_

BSB number (6 digits) \_\_\_\_\_

Account number \_\_\_\_\_

**Tax file number** \_\_\_\_\_

Superannuation Fund Name \_\_\_\_\_

Superannuation membership number \_\_\_\_\_

Superannuation USI \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ No: \_\_\_\_\_ Relation: \_\_\_\_\_

Please check with your bank that these are your correct banking details. IWF will not be held responsible for any incorrect details submitted, this could result in a delay in pay.  
If the details provided above are correct you will receive a pay slip via email on Monday afternoon. The money should be available for withdrawal by Tuesday Morning.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

## WORKPLACE HEALTH & SAFETY



We believe that the health & safety of our employees is extremely important and make every effort to ensure your workplace and work tasks comply with all relevant codes of practice, regulations and industry standards. As employees, you have a duty to yourself & others to work safely and obey site regulations and use protective equipment necessary to ensure your own health & safety and that of your fellow work crew.

It is your responsibility to familiarise yourself with the host workplace when you commence each assignment - including the location of first aid kits and fire exits, alarms, procedures etc. A full induction should be carried out by the client upon the commencement of the assignment. In the event this is not conducted please make your consultant aware.

Please tick when read

### Some basic Safety rules:

Take notice and comply with all warning signs, safety signs and danger tags

Do not use equipment that you are not trained on or licensed for.

Keep all machine guards and safety rails in place.

Use personal protective clothing (including footwear) and equipment as required.

Report all injuries & accidents immediately.

The consumption of alcohol/illegal substances is forbidden, nor should you arrive at work under the influence.

In addition our host employers may have their own rules regarding drugs and alcohol, this could include being subject to regular/random drug testing.

No smoking other than in designated areas.

No horseplay or practical jokes-these may result in in accident and lead to instant dismissal.

Familiarise yourself with emergency exits & fire evacuations plans.

### Manual Handling:

Do not attempt any manual handling unless you know it is within your ability.

Size up the load – get help if necessary

Keep your back straight and do not twist move your feet.

Do you need gloves?

Do you require help?

Always use lifting devices where they are provided.

### If you are hurt:

If an accident occurs or you receive an injury at work. Notify us immediately. Fill in an incident report sheet.

Immediate notification is important if a worker's insurance claim is to be lodged.

Injured workers are assisted with return to work programs. Co-operation is required to ensure prompt RTW.

### Mobile Phone & Headphone Policy:

For obvious OH&S concerns, IWF strictly prohibit the use of head phones in the workplace. Staff are required to use mobile phones only during breaks or at completion of tasks.

### Operation of equipment that requires a license:

If you are not licensed to operate equipment that requires a license to do so (eg forklift), under no circumstances must you attempt to operate the plant equipment concerned. All appropriate licenses must be carried at all times.

Signed: \_\_\_\_\_



Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but also can also be an aspect of group behavior. Some examples of bullying behavior are.

Verbal Communication

- Abusive and offensive language
- Spreading rumors and innuendo
- Trivialising of work and achievements
- Insults, teasing and unreasonable criticism

Manipulating the work environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

Psychological manipulation

- Unfairly blaming people for mistakes
- Deliberate exclusion
- Practical Jokes
- Criticizing in Public
- Setting people up to fail
- Belittling or disregarding opinions or suggestions

People who witness bullying can also have their attitudes and work performance affected. They can suffer from feelings of guilt they did nothing to stop the bullying and can become intimidated and perform less efficiently fearing they may be the next to be bullied.

Responsibilities

Managers and Supervisors

- Ensure all employees are aware of the anti-bullying policy.
- Ensure that all incidents of bullying are dealt with whether reported or not.
- Provide leadership in appropriate professional behavior.
- Respond promptly, sensitively and confidentially to all situations where inappropriate behavior is observed.

Employees

- Be familiar with and behave according to this policy.
- If you are a witness to bullying, report incidents to IWF staff.
- Where appropriate, speak to the alleged bully(ies) to object to their behavior

I have read and understood all information in regards to workplace bullying.

Signed: \_\_\_\_\_

POLICE CHECK



A large majority of IWF's clients will require our employees to have a police check. If you have never carried out a police check we strongly recommend doing one, as it will allow us to send you to more potential clients.

Please tick

I have a previous police check done in \_\_\_\_\_

I've never done a police check, but I would like to get one

I do not have a police check and do not wish to get one



Please read all the information provided carefully

I \_\_\_\_\_ declare that all information provided is correct and I am aware that any inaccurate statement made, or information withheld may result in termination of my employment.

I acknowledge that this document does not constitute an offer of employment.

I have read and understood all documents relating to workplace safety and bullying and will comply with IWF's code of conduct.

I agree to abide by all policy's and guidelines of any host employer I am allocated to.

I will follow the drug and alcohol policies of the host employers that I am allocated to, this could include being subject to regular/random drug testing if required.

I have read and accept IWF Staff's Drug and Alcohol Policy and Understand that IWF staff have a Zero Tolerance Policy. I will not turn up to work under the influence of alcohol or any other illicit substances.

I have read and accept IWF Staff's Anti Bullying Policy. I agree that if I do not supply my nominated super fund before receiving my pay, that some of my super contribution may be allocated to an Australian Super fund.

I do not have a pre-existing injury or illness that may be exaggerated by any work conducted with IWF.

It has been explained to me and I accept that for some job assignments I will be paid a container rate not an hourly rate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

