

Business Support Packages

Start Up Compliance



This support package will ensure that your small business is set up for success to meet your minimum employment and safety obligations and to support your workers. Your Consultant will work alongside you to implement this package within your business. Each stage of the implementation of this package is discussed and agreed, explained and commissioned in bite – sized stages.

EMPLOYMENT COMPLIANCE

- **Award and Pay Review**
 - Explanation and provision of a comprehensive report
- **Employment Contracts**
 - Full time, part time and casual employment templates
 - Position descriptions
 - Fair Work Information Statements
 - Variation to Contracts
 - Individual Flexibility Agreement Template
 - New Employee Onboarding Forms
 - New Employee Induction Checklist (including Safety)
- **Employment Handbook**
 - Code of Conduct / Behavioural Standards
 - Privacy & Personal Information
 - Leave entitlements
 - Bullying, Harassment & Discrimination
 - Probation, Discipline and Grievance
 - Media and Social Media
 - Motor vehicles and working away
 - Customised timesheet template

SAFETY COMPLIANCE

- **PCBU Responsibilities**
 - Explanation and provision of written advice on duty holder obligations
 - Onsite (or virtual) facilities inspection which identifies hazards & makes recommendations
- **Safety Handbook / Safety Management Plan**
 - Work Health & Safety Policy / Worker Consultation & Toolbox Talks
 - Emergency Management Plan / Annual Fire Drill Report
 - Incident Management and Serious Incident Notification / Incident Register
 - Fitness for Work / Psychological Wellbeing / Fatigue Management / Alcohol & Drugs
 - Hazardous Chemicals Register and Safety Data Sheets
 - First Aid / Manual Handling / Electrical Safety
 - Working from Home and Self-Assessment Checklist
 - Rehabilitation and Workers Compensation
 - Basic Risk Management

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Packages start from \$3999.00 + GST

This package can be paid upfront, or in agreed instalments.

iFreelance can also prepare grant funding applications and can design proposals for these works to meet funding application requirements, for example see: [Workforce Connect Fund | Department of Employment, Small Business and Training \(desbt.qld.gov.au\)](https://www.desbt.qld.gov.au/workforce-connect-fund)

Optional extras:

We can include and customise any additional necessary content, which commonly can include:

- Population and implementation of contracts for existing staff
- Modern Slavery Policy
- Whistleblower Protection
- Psychosocial Hazards Risk Assessment carried out for staff
- Job advertisements and interview questions
- COVID policies and procedures
- Contractor safety induction and checklist
- Training & Licensing Matrix
- Risk assessments of plant and equipment
- Safe Operating Equipment Instructions
- Board/Management Committee presentation on deliverables

Disclaimer

While safety hazards are identified through the facilities inspection and recommendations are made, iFreelance cannot provide professional advice on specific building, construction, environmental or specialised industrial plant and equipment requirements, codes, standards, or legislation. It is the responsibility of the client to seek out professional advice from builders, designers, consultants, local council and/or fire consultants in the development of appropriately compliant solutions which meet specific industry, building code, fire code and/or local government regulatory requirements before making any decisions in these matters.