

Trainers Employment Package – Policy Checklist

The following checklists (whilst not comprehensive) are designed to guide employers/trainers through the on-boarding process and compliments the Trainers Employment Package.

Please ensure that you provide incoming employees with the following documents and allow them with an opportunity to raise any questions about the below policies:

| Item | Document | Purpose | Status |
|------|--|---|--------------------------|
| 1 | Letter of Offer | Provides the initial job offer and outlines key terms of employment before formal engagement. | <input type="checkbox"/> |
| 2 | Letter of Engagement & Employment Contract | Confirms acceptance of employment. We have included letters of engagement for both casual and full-time/part-time employees | <input type="checkbox"/> |
| 3 | Employee Details Form | Captures personal, tax, and emergency contact information for payroll and administrative purposes. | <input type="checkbox"/> |
| 4 | Drug & Alcohol Policy | Outlines company expectations regarding drug and alcohol use to ensure a safe, healthy, and productive workplace. | <input type="checkbox"/> |
| 5 | Sexual Harassment, Bullying, Discrimination and Victimisation Policy | Defines unacceptable behaviours, legal obligations, and complaint procedures to maintain a respectful and compliant workplace. | <input type="checkbox"/> |
| 6 | Social Media & Technology Policy | Sets out acceptable use of social media and workplace technology to protect company reputation, data, and productivity. | <input type="checkbox"/> |
| 7 | Grievance Policy | Provides employees with a clear process to raise and resolve workplace concerns or disputes fairly and promptly. | <input type="checkbox"/> |
| 8 | Surveillance Policies (VIC, NSW or QLD) | Explains the types and purposes of workplace surveillance in compliance with state legislation to ensure transparency and privacy compliance. | <input type="checkbox"/> |
| 9 | Medical Questionnaire | Collects health information to assess an employee's fitness for work and any workplace adjustments required. | <input type="checkbox"/> |
| 10 | Talent Release Form | Grants the employer permission to use an individual's image, voice, or work in marketing or media materials. | <input type="checkbox"/> |
| 11 | Privacy Policy | Outlines how the employer collects, uses, stores, and protects personal information in compliance with privacy laws and ensures transparency with employees and stakeholders. | <input type="checkbox"/> |
| 12 | Registration for the withholding of tax "Pay As You Go" | Used to register the business as an employer and enable withholding of tax from employee wages. | <input type="checkbox"/> |

| | | | |
|----|---|---|--------------------------|
| | (PAYG) Australian Taxation Office | | |
| 13 | Tax File Number Declaration | Completed by each employee to provide essential information for tax withholding, including any HELP debt obligations. | <input type="checkbox"/> |
| 14 | PAYG withholding "weekly tax table" | Assists employers in determining the correct amount of tax to deduct from each employee's earnings. | <input type="checkbox"/> |
| 15 | Nationwide Super - Employer Application Form and Employee / Member Application Form | Used to assist an employee with registering with Nationwide Super Fund to meet superannuation obligations. | <input type="checkbox"/> |
| 16 | Fair Work Information Statement | Must be provided to all new employees at the commencement of employment as required by law. | <input type="checkbox"/> |
| 17 | Casual Employment Information Statement | Must be provided to all new casual employees at the start of employment in compliance with Fair Work requirements. | <input type="checkbox"/> |
| 18 | Stable Hand Registration Form | Employers should obtain forms directly from their respective Principal Racing Authority. | |
| 19 | WHS & OHS Policy | Outlines the employer's commitment to providing a safe and healthy workplace, detailing responsibilities, risk management processes, and compliance with WHS legislation. | |

➤ **PAYSLIPS**

Employees need to be issued a pay slip within one working day of being paid. Pay slips can be issued electronically or in hard copy.

➤ **RECORD KEEPING REQUIREMENTS**

You need to keep detailed records for each employee about their employment, pay, hours of work, leave & superannuation entitlements.

You have to keep time and wages records for 7 years.

Fair Work Ombudsman have templates to help manage record-keeping obligations.

Visit the Fair Work Ombudsman website at www.fwo.gov.au or

<https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/record-keeping-for-templates>.

➤ **HORSE AND GREYHOUND TRAINING AWARD 2020 (HGTA)**

A copy of the Horse and Greyhound Training Award 2020 (HGTA) must be available to all employees to whom they apply either on a noticeboard or through electronic means.

CLICK HERE to access the Horse and Greyhound Training Award 2020 (HGTA)

➤ **WORKCOVER INSURANCE POLICY**

In **VICTORIA** if you expect to pay more than \$7,500 a year in rateable remuneration or if you have any apprentices or trainees, you must take out a Workcover insurance policy.

<http://www.worksafe.vic.gov.au/home>

In **SOUTH AUSTRALIA** if you expect to pay more than \$ \$16,312.00 a year in rateable remuneration or if you have any apprentices or trainees, you must take out a Workcover insurance policy. Please note that if you are deemed a small employer (under \$ \$16,312.00) and you have a worker injured. If you notify RTWSA (Return to Work SA) within 5 calendar days of the details of a claim, then RTWSA cover the wages and medical costs associated from the start. Please note transport costs such as ambulance fees are only reimbursed \$281 the remaining costs is the employers.

<https://www.rtwsa.com/online-services>

In **NEW SOUTH WALES**, a workers compensation insurance policy for the racing industry is required with a \$0 Zero threshold of rateable remuneration, meaning you need to hold a policy. Racing NSW are a licensed self-insurer and handle all workers compensation for the racing industry.

<http://www.racingnsw.com.au/industry-forms-stakes-payment/workers-compensation/>

In **QUEENSLAND**, a workers compensation insurance policy (accident insurance policy) is required if you employ workers and there is no threshold. To establish if any engaged contractor (paid on invoice with ABN such as a sole trader, (track rider)) is deemed an employee for worker compensation purposes, the Queensland Government use the ATO's tool for interpretation therefore they would be deemed an employee, and a policy would be required. All medical costs are covered and wages after the first week of incapacity.

<https://www.worksafe.qld.gov.au/>

In **WESTERN AUSTRALIA**, a workers compensation insurance policy is required if you employ workers and there is no threshold. To establish if any engaged contractor (paid on invoice with ABN such as a sole trader (track rider)) is deemed an employee for worker compensation purposes, the WA government have a guide called the "Technical note on Contractors and Worker's Compensation" on its website. In most cases, they are deemed an employee, and a policy would be required.

<http://www.workcover.wa.gov.au/>

In **TASMANIA**, a workers compensation insurance policy is required if you employ workers and there is no threshold. Engaged contractors (paid on invoice with an ABN such as a sole trader, (track rider)) is not deemed a worker and must have their own private insurance cover.

<http://worksafe.tas.gov.au/>

In **NORTHERN TERRITORY** a workers compensation insurance policy (accident insurance policy) is required if you employ workers. To establish if any engaged contractor (paid on invoice with ABN such as a sole trader, (track rider)) is deemed an employee for worker compensation purposes, the NT Government use the ATO's tool for interpretation, therefore they would be deemed an employee, and a policy would be required. All medical costs are covered and wages after the first week of incapacity.

<http://www.worksafe.nt.gov.au/Pages/default.aspx>

In **ACT** all employers are to have a current ACT Workers Compensation policy in place with an Approved Insurer.

<http://www.worksafe.act.gov.au/page/view/1184/title/do-i-need-a-workers#Introduction>

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New Employee Induction Checklist

All new employees will have an experienced “buddy” allocated to them on their first day to discuss and be shown the topics below. Any outstanding topics must be followed up on during the next shift. Please initial each topic as covered.

| | |
|------------------------|--|
| Date: | |
| New Employee: | |
| Assigned Buddy: | |

Stable Orientation

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|--|--------------|-------------|
| 1. | Taken on tour of the stables and surrounding facilities and shown all areas you may be required to visit | | |
| 2. | Alerted to all known and potential hazards related to the stables and the work they will be performing | | |
| 3. | Show location of all surveillance cameras. | | |
| 4. | RVL Stable Employee registration completed | | |

Emergency Procedures - Medical

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|---|--------------|-------------|
| 1. | Shown location of first aid kit and names of first aid qualified employees. | | |
| 2. | Shown location of emergency contact numbers | | |

Emergency Procedures – Fire/Chemical

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|--|--------------|-------------|
| 1. | Shown location of fire extinguishers and hoses | | |
| 2. | Emergency plan explained and evacuation muster points identified | | |

Stable Routines

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|--|--------------|-------------|
| 1. | Cleaning boxes, yards. Explained manual handling and correct lifting techniques. | | |
| 2. | Horse feeding, watering | | |

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|----|--|--|--|
| 3. | Horse handling: groom, catch, lead, bridle, saddle, pick feet and hose down | | |
| 4. | Gear maintenance and check, any defective gear to be removed from use and repaired/discarded | | |
| 5. | Loading and unloading horse floats | | |
| 6. | Show employee how to safely rug a horse. | | |
| 7. | Loading and unloading horse walker | | |
| 8. | Show employee procedure for swimming a horse | | |
| 9. | Location of Safety PPE (e.g. gloves, masks, eye protection, sunscreen etc.) | | |

Trackrider

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|---|--------------|-------------|
| 1. | Helmet – compliant with safety standards. Less than 5yo from date of manufacture expiry ___/___/___ | | |
| 2. | Safety vest – compliant with safety standards. In good condition and not modified in any way | | |
| 3. | Riding boots – to be in good condition and compliant with safety standards | | |
| 4. | Inducted into training centre and notified of track work rules | | |

Foreperson/Supervisor

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|---|--------------|-------------|
| 1. | Horse allocation, temperament of horse to be appropriate for experience of staff member | | |
| 2. | Taken responsibility for section and overall daily operations | | |
| 3. | Authorised/experienced to teach internal training | | |
| 4. | Follow up on reported incidents, near misses | | |
| 5. | Knowledge and management of Stable policies and procedures | | |

General Information

| No. | Topic Covered | New Employee | Stable Rep. |
|-----|---|--------------|-------------|
| 1. | Explained whom the employee is to take instruction from and be responsible to | | |
| 2. | WHS & OHS policy and representative identified | | |
| 3. | Report all incidents, accidents and near misses to supervisor/employer | | |

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|-----|--|--|--|
| 4. | Unsafe behaviour and/or colleagues affected by drugs or alcohol to be reported to supervisor | | |
| 6. | Explained stable policies refer to the list of documents above. | | |
| 7. | Explain procedure for chemical use and location of Material Safety Data Sheets. | | |
| 8. | Disclosure of any medical condition or pre-existing injury that may impost on ability to perform assigned role (ensure Medical Questionnaire has been completed) | | |
| 9. | Show staff amenities: toilets, noticeboard, rest area. | | |
| 10. | Show timesheet, commencement/finish times | | |

Other:

Checklist complete:

| | | | | | |
|----------------------|--|-------------------|--|--------------|--|
| New Employee: | | Signature: | | Date: | |
| Stable Rep: | | Signature: | | Date: | |

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