



HR Audit & Workplace Compliance Risk Checklist



Are you compliant when it comes
to all things HR?

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Are you compliant when it comes to all things HR? Let our checklist guide you through the most important functions.

Modern awards and the National Employment Standards (NES)

Do you understand and comply with National Employment Standards (NES) for all your employees?	Yes / No / Not Sure
Do you know what modern award is applicable to your industry?	Yes / No / Not Sure
Do you have employee contracts or workplace agreements generated for all employees?	Yes / No / Not Sure
Do you review your payroll, wages and employee entitlements regularly to ensure you are compliance per fair work legislation?	Yes / No / Not Sure



"Human Resources - The unofficial psychologist, lawyer, event planner, peacemaker and teacher"

Are you aware of your obligations with respect to the below?

- Requests for flexible (modified) working arrangements
- Notice of termination
- Redundancy pay

Yes / No / Not Sure

HR Systems & Processes

Are all your employee records & payslips compliant with commonwealth workplace laws?

Yes / No / Not Sure

Do you have an electronic HR system that integrates & provides streamline processes for on-boarding new employees, HR records & compliance?

Yes / No / Not Sure

Do you provide new staff members with a company handbook that clearly communicates your business policies & procedures?

Yes / No / Not Sure

Does your business have a well-constructed staff review process to manage performance and set KPI's?

Yes / No / Not Sure

Does your business provide its employees with a position description to clearly define expectations?

Yes / No / Not Sure

Does your business have a set process for managing non-performance?

Yes / No / Not Sure

Do exit-interviews take place? Do you record & measure previous employees feedback?

Yes / No / Not Sure

Do employees receive necessary training, including safety, bullying, discrimination and harassment?

Yes / No / Not Sure

Do you have a formal system by which you identify individual training needs?

Yes / No / Not Sure



Workplace Health & Safety (WH & S)

Do you conduct a WH&S risk assessment of the workplace?	Yes / No / Not Sure
Do you train staff on WH&S issues?	Yes / No / Not Sure
Do you have a health & wellbeing policy?	Yes / No / Not Sure
Do you have first aiders & fire wardens trained & in place?	Yes / No / Not Sure
Are workers compensation insurance premiums reviewed on a periodic bases?	Yes / No / Not Sure

What to do next

Well done! The first & most important step is complete, you now know exactly where you are performing, and more importantly, what areas need work.

If your results show that you have more in the "No" and "I'm not sure" categories - That's okay! We are here to help.

We can partner with you to review all aspects of your HR practices and provide professional advice and strategies to ensure you are compliant.

Even if you are on track with the above items, we can still assist you in other areas such as:

- Team & Culture Building Strategies;
- Strategies to attract, motivate, engage and retain employees;
- HR Systems & Processes; and
- HR Compliance.



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If you'd like to talk about how we can help you dream big and map out how to get there, [click here to get in touch](#) and organise a coffee and a chat (no-obligation, no cost!)