

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

The following information will assist LABOUR OPTIONS staff on CASUAL ASSIGNMENTS

Always remember when you go to work for a client -
you are representing YOURSELF and LABOUR OPTIONS

You are free to accept or refuse any assignment offered, however, once you accept an assignment, you must turn up prior to the start time and complete the ENTIRE job to the best of your ability.

Never walk off from a client's workplace or you will not be paid into your bank account, all money will be held at the office for you to personally pick up. Call LABOUR OPTIONS immediately from the site if you are unhappy or if you are experiencing problems.

1. Report to work before start time and wear neat and appropriate work clothes.
2. You must wear steel cap safety boots, or you will be refused work without pay.
3. If you are sick or unable to attend work on time, phone LABOUR OPTIONS 24 hour service on 0411 861 745 without delay. Leave your name, telephone number, client name, start time and reason for being absent, and we will advise the client before the start of your shift.
4. Please let us know when your assignment is finished, so that we can try to allocate you extra work.
5. Please let us know regularly when you are available and not available so that we do not call you unnecessarily.
6. Do not approach the clients directly seeking work. All contact by clients is to be through our office. Always confirm with LABOUR OPTIONS if you are required for more work.
7. Clients are not free to directly hire any persons referred to them by LABOUR OPTIONS.
8. We do not promise or guarantee work to any employee.
9. All work is CASUAL on an ON-CALL DAILY BASIS.
10. THINK SAFETY. You must comply with workplace safety and NSW Occupational Health and Safety Act 2000 and associated legislation and the Workers Compensation Act 1987 and The Workplace Injury Management and Workers Compensation Act 1998. If you believe something is dangerous – do not do it. Report to a supervisor and ring LABOUR OPTIONS immediately.
11. PAY INFORMATION. If your address, telephone number or bank account details change – PLEASE LET US KNOW. You must sign on and off, or clock on and off, to be paid. Our client will advise you how to record your hours. You will be advised your weekly pay period and appropriate pay rate for each assignment, which will vary and depend on the client/clients job you are assigned. Please feel free to query pay rates at any time.

Our policy is to be responsible for our employees.

If you need information or advice, please contact us on 9521 3900 between the hours of 8.30am – 4.30pm Monday to Friday.

For details obtaining to awards go to www.fwa.gov.au/

WORKPLACE CARE AND RESPONSIBILITY –

THE LITTLE THINGS WE DO – JUST MAKE SO MUCH MORE OF A DIFFERENCE