



## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

### Personal Details

First name:	
Surname:	
Date of birth:	
Emergency contacts:	Name: _____ Relation: _____
	Phone: _____
	Name: _____ Relation: _____
	Phone: _____
Are you an Australian citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no state country of citizenship: _____
Are you aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no state country of citizenship: _____

### Address and contact details

Home address (please include state and postcode)	
Postal address (please include state and postcode)	
Contact details	Mobile: _____
	Home: _____
Email address	
Do you have your own car?	<input type="checkbox"/> YES <input type="checkbox"/> NO Licence Number: _____ Expiry date: _____
Uniform size	Pants: _____                      Shirt: _____

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DC Resourcing Pty Ltd. ABN: 41 126 753 615.

NEWCASTLE: Ground Floor. 16-18 Newcomen St, Newcastle NSW 2300.

PO Box 520, Newcastle NSW 2300

WOLLONGONG: Unit 14 / 30 Swan Street Wollongong NSW 2500.

CANBERRA: Level 1, Suite 6, 25 Lonsdale St, Braddon ACT 2612.

Ph: 1300 961 327, Fax: 1300 783 327



## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

### Bank Details

Name on your account	
Name of your bank	
BSB Number (Must be 6 numbers)	
Account Number (Must be between 5-9 numbers)	

### Weekly Timesheets Terms and Conditions

DCR Timesheets must be completed and submitted by 10am Monday morning, outlining the hours you have worked for the previous week. Timesheets must be neatly written and signed by the appropriate Client Supervisor/Manager before it will be accepted and processed by DCR. It is my responsibility to submit my timesheets to DCR on time each week, and follow up with the Client Site I worked at if necessary. I understand that timesheets submitted after 10am Monday will not be processed; and will carry over to the following pay period.

DCR guarantee that all correctly submitted timesheets received by the payroll deadline will be processed and paid to you on Thursday each week.

In the event that any excess payment is made to me, I authorise DCR to make the appropriate deductions from my following pay subsequent to the discovery of the error, unless agree otherwise.

In the event that my bank account details change, It is my responsibility to notify DCR Payroll immediately, with updated details for that weeks wage.

I, \_\_\_\_\_ have been provided with a DCR Timesheet as an example when submitting my application to the Office  
 YES  NO

I, \_\_\_\_\_ declare that the information contained within this page is true and accurate. I agree and understand all of the Payroll/Timesheets terms and conditions outlined.

Signature: \_\_\_\_\_

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

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**Please tick the tickets and licences that you currently hold**

<p><b>LOADSHIFTING EQUIPMENT OPERATION</b></p> <p><input type="checkbox"/> LBG Bridge or Gantry Crane</p> <p><input type="checkbox"/> LZ Dozer</p> <p><input type="checkbox"/> LE Excavator &gt;2L</p> <p><input type="checkbox"/> LL Front-end Loader &gt;2L</p> <p><input type="checkbox"/> LB Front-end Loader/Backhoe &gt;2L</p> <p><input type="checkbox"/> LG Operator of a Grader</p> <p><input type="checkbox"/> LR Road Roller &gt;2L</p> <p><input type="checkbox"/> LS Skid Steer Loader &gt;2L</p> <p><input type="checkbox"/> LP Operator of a Scraper</p> <p><input type="checkbox"/> LF Operator of a Forklift</p> <p><input type="checkbox"/> LO Order Picking Forklift Truck</p> <p><b>RIGGER</b></p> <p><input type="checkbox"/> DG Dogger</p> <p><input type="checkbox"/> RB Basic Rigger</p> <p><input type="checkbox"/> RI Intermed. Rigger</p> <p><input type="checkbox"/> RA Advanced Rigger</p> <p><b>SCAFFOLDER</b></p> <p><input type="checkbox"/> SB Basic Scaffolder</p> <p><input type="checkbox"/> SI Intermed. Scaffolder</p> <p><input type="checkbox"/> SA Advanced Scaffolder</p> <p><b>DEMOLITION WORK</b></p> <p><input type="checkbox"/> DM1 Demolisher (unrestricted)</p> <p><input type="checkbox"/> DM2 Demolisher (restricted)</p> <p><b>OTHER</b></p> <p><input type="checkbox"/> Any Other Tickets &amp; Licences <input style="width: 400px; height: 15px;" type="text"/></p>	<p><b>CRANE or HOIST OPERATION</b></p> <p><input type="checkbox"/> CT Tower Crane</p> <p><input type="checkbox"/> CD Derrick Crane</p> <p><input type="checkbox"/> CP Portal Boom Crane</p> <p><input type="checkbox"/> CB Bridge or Gantry Crane</p> <p><input type="checkbox"/> CV Vehicle Loading Crane &gt; 10mT</p> <p><input type="checkbox"/> CN Non-slewing Mobile Crane &gt;3T</p> <p><input type="checkbox"/> C2 Slewing Mobile Crane &lt;20T</p> <p><input type="checkbox"/> C6 Slewing Mobile Crane &lt;60T</p> <p><input type="checkbox"/> C1 Slewing Mobile Crane &lt;100T</p> <p><input type="checkbox"/> C0 Slewing Mobile Crane &gt;100T</p> <p><input type="checkbox"/> HM Materials Hoist</p> <p><input type="checkbox"/> HP Materials or Personnel Hoist</p> <p><input type="checkbox"/> WP Boom-Type Work Platform</p> <p><input type="checkbox"/> PE Mobile Truck Mounted Concrete</p> <p><input type="checkbox"/> Placing Boom</p> <p><b>TRUCK LICENCES</b></p> <p><input type="checkbox"/> C Drivers Licence</p> <p><input type="checkbox"/> HC (Heavy Combination) Truck</p> <p><input type="checkbox"/> HR (Heavy Rigid) Truck &amp; Bus</p> <p><input type="checkbox"/> LR (Light Rigid) Truck &amp; Bus</p> <p><input type="checkbox"/> MR (Medium Rigid) Truck &amp; bus</p> <p><input type="checkbox"/> MC (Multi Combination) Truck &amp; Bus</p> <p><input type="checkbox"/> Tractor Licence</p>	<p><b>OTHER LICENCES</b></p> <p><input type="checkbox"/> Installers Licence</p> <p><input type="checkbox"/> Traffic Control Ticket</p> <p><input type="checkbox"/> Confined Space Ticket</p> <p><input type="checkbox"/> Dangerous Goods Licence</p> <p><input type="checkbox"/> Workplace Health and Safety Office</p> <p><input type="checkbox"/> Rehabilitation Coordinator</p> <p><input type="checkbox"/> First Aid Certificate</p> <p><input type="checkbox"/> Resuscitation</p> <p><input type="checkbox"/> Safe Work at Heights</p> <p><input type="checkbox"/> RISI/Pegasus</p> <p><b>ASBESTOS REMOVAL WORK</b></p> <p><input type="checkbox"/> Asbestos ARB – Bonded/Friable (Circle)</p>
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**SAFETY INDUCTIONS**

QLD General Safety (Construction)

NSW General Safety Induction (Construction Industry) White Card

**POWER STATION SITES**

Bayswater       Vales Point

Liddell             Swan Bank

Eraring             Tallawarra

**MAJOR SITES**

BSL – Wollongong

Tomago Aluminium

**MINE INDUCTIONS**

Coal & Allied Generic – SGS

Xstrata Generic – XCN

Site Familiarisations – List

**Trade or Tertiary Qualifications**

Please give details of any trade certificates you have

1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>

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## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

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### EMPLOYEE AGREEMENT

#### General Safety Guidelines

- No employee will perform a job until he/she has been fully trained has been authorized to perform that job.
- Copies of all tickets/Licences will be provided to DCR prior to starting work and to site as required.
- Employees will advise DCR of any tickets due to expire within job duration.
- Onsite rules will be adhered to at all times. Failure to adhere will lead to disciplinary action.
- PPE will be worn as directed at all times onsite. Communicate to DCR Account Manager for reissue as required immediately.
- Appearance of all employees will be maintained at a high level with respect to client expectations.
- Any work related injuries, accidents, potential hazards or near-misses are to be reported immediately to your Site Supervisor and to DC Resourcing, to ensure the correct actions are taken.
- Never remove safety guards or override any electronic safety systems whilst operating machinery, use Safe Work Practice.
- Always stand clear of operating equipment and machinery.
- Do not use any defective equipment, worn electrical wiring, overloaded power outlets or any machinery with danger/warning isolation tags attached. (Report all worn or defective equipment to your workplace supervisor).
- Long hair must be tied back or contained; rings must be removed when operating moving machinery, or electrical equipment.
- When lifting heavy objects always utilize recommended lifting techniques and/or mechanical lifting aids.
- If a Client has additional work requirements, and my role changes, I will contact DC Resourcing personnel immediately or at the earliest possible time. SWMS may need to be updated and/or training provided to ensure appropriate WHS compliance.
- If I am unable to attend work or have problems with my assignment obligations, I understand I must contact DCR immediately.
- I consent to DC Resourcing disclosing personal information provided by me and my referees, to DC Resourcing clients as potential employers.
- DC Resourcing has a zero tolerance to Drugs & Alcohol in the workplace. I understand that pre-employment and random on the job Drug & Alcohol screening may occur.

As a DC Resourcing employee you agree to take under advisement the relevant safety guidelines while employed.

#### DRUG & ALCOHOL

- DC Resourcing requires that all employees must be free from any influence of alcohol or drugs during working hours.
- Being in possession of, or consuming alcohol or illegal drugs is not permitted on any workplace premises.
- DC Resourcing and its host clients reserve their right to conduct random drug and alcohol screening on site periodically and as such you will be required to supply a sample for random testing.
- Being unfit for duty due to intoxication from alcohol or drugs can be considered gross misconduct and employees identified as being under the influence of alcohol or drugs may be subject to disciplinary procedures and/ or dismissal from employment.

As a DC Resourcing employee, you agree to undertake the guidelines and policies regarding Drug & Alcohol use and random testing.

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## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

### EMPLOYEE AGREEMENT

#### Privacy Statements

**What Information do we collect and how is it used?**

DCR are asking you to provide certain information that will be entered onto our Employment database. This information includes certain details such as your name, contact information, your birth date, your employment history and financial details such as bank account numbers (so that you can be paid by direct deposit). This is referred to as "personal information".

**Will your personal information be disclosed to anyone else?**

DCR may provide information about you to external employers in an endeavour to match you to a job, arrange training, marketing and staff management. More sensitive information (called "secondary information") is disclosed to prospective employers who have specific need to know such additional information.

**What are your rights with regards to access?**

You may be entitled to access all information that DC Resourcing holds about you, subject to some exceptions laid out in the National Privacy Principles. Your request may need, for security reasons, to be put in writing. A fee may be payable in connection with meeting your request. You may also have the right to ask us to correct information about you that is inaccurate, incomplete or out of date.

I acknowledge that all of the information provided is correct and that I will notify DC Resourcing immediately of any changes to this information. I agree to immediately notify DC Resourcing and the host employer of any workplace injuries, including near misses, that are suffered at work. I accept and acknowledge that non-disclosure of any relevant medical information will result in an immediate termination of a DC Resourcing employment contract.

I acknowledge and agree with the Workers Compensation and Injury Management Act 198- Section 79, containing the Wilful and false representation by worker as follows: "Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for an injury, wilfully and falsely represented himself as not having previously suffered from the injury an arbitrator may in the arbitrator's discretion refuse to award compensation which otherwise would be payable".

By signing this form I hereby give consent for DC Resourcing's Return to Work Coordinator to contact my treating Doctor and obtain any medical and personal information relevant to any workplace incident / Injury that occurs whilst employed with DC Resourcing.

**Declaration:**

I declare that the information contained within this application is true and correct. I also understand and agree to all terms and conditions presented on this form.

*I have read, am satisfied with, and will abide by the terms of this agreement throughout the duration of my employment with DC Resourcing.*

Signed by the Applicant / Employee	Signed for and on behalf of DC Resourcing
Date: _____	Date: _____
Print Name: _____	Print Name: _____
Signature: _____	Signature: _____

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# Quality Policy.



DC Resourcing is committed to delivering Industry leading service to clients and employees.

DC Resourcing's company process is driven by our Quality management system, developed in accordance with ISO 9001 Standards.

Our objectives are to develop a reputation with our clients and candidates for effective and efficient delivery of all business aspects. DCR strive to maintain an industry leading payroll accuracy, alongside 100% compliance for all candidate and client documentation prior to engagement or supply of business.

DC Resourcing quality management targets include:

- Maintaining a high degree of quantity awareness in all project tasks
- Ensuring compliance with all standards, codes and legislation relevant to contracts
- Dedication for continual improvement by responding promptly to quality concerns and appropriate corrective action.
- Ability to monitor quality performance.

This policy will be reviewed in June 2015.

Dylan Cross  
Managing Director

Hussein Salem  
Managing Director



# Health and Safety Policy.

DC Resourcing is committed to ensuring the ongoing workplace safety of employees, clients and others who may be present on a DC Resourcing Work Site.



In our commitment to continually improving Health and Safety we shall:

- Establish measurable objectives and targets to eliminate work related incidents
- Comply with all relevant Health and Safety Legislation and Regulations
- Communicate our commitment and make this Policy available to interested parties
- Support appropriate rehabilitation programs and encourage injured Employees to return to work as soon as reasonably practicable
- Periodically review this Policy and the overall performance of our Health and Safety Programs and their applicability to comply operations.

To achieve the above, we will provide the necessary resources, skills and training to assist all stakeholders to work in accordance with our Management System.

This Policy will be reviewed in June 2015.

Dylan Cross  
Managing Director

Hussein Salem  
Managing Director



# Drug and Alcohol Policy.

DC Resourcing is committed to providing a safe and healthy work environment for all of its Employees. As part of this commitment, DC Resourcing seek to ensure that personnel under our supervision are not adversely affected by the use of alcohol and/or drugs which would impair their ability to safely undertake work.



## Key Objectives:

- To provide a safer workplace by eliminating the risks to health and safety that might be caused by the use of alcohol and/or other drugs.
- Outline the consequences if an employee is found to have breached this Policy.
- Comply with obligations of the State and Federal Government Acts, Regulations and Guidelines.

## Obligations of an Employee, or Visitor:

Employees and Visitors must not:

- Consume, possess, cultivate, manufacture or sell/supply alcohol or other drugs in the Workplace.
- Use any prescription/non prescription drug, unless it is used strictly in accordance with a Doctor or other professional's advice in accordance with the product directions.
- The workplace includes but is not limited to DC Resourcing's Offices, Work Sites and cars.

Employees and Visitors must comply with all requests made for the purposes of implementing this Policy including any request to:

- Submit to testing or medical examination
- Provide a sample (urine, saliva or breath)
- Release test results to DC Resourcing or testing agency
- Answer questions
- Complete documents
- Cooperate with testing procedures
- Comply with procedures that DC Resourcing imposes on an individuals return to the workplace, and
- Comply with all requests in respect to alcohol and other drugs when working in another company's workplace.

## Testing:

DC Resourcing may test for alcohol and/or other drugs in the following circumstances:

- Post incident
- For-cause testing (that is, DC Resourcing knows or suspects that an individual has breached in a way which has caused or may cause risk to safety)
- Random testing, and

## Policy Breaches, Consequences and Support:

- If any employee breaches this Policy they may be refused entry into DC Resourcing's workplace.
- DC Resourcing may provide support to employees who breach this Policy
- Individuals suspected to be in breach of this Policy shall not be permitted to continue working on any DC Resourcing Site until they are assessed as being fit for work.

This Policy will be reviewed in June 2015.

  
**Dylan Cross**  
Managing Director

  
**Hussein Salem**  
Managing Director

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# Injury Management Policy.

This Policy is one of co-operation and consultation. It is consistent with our Insurer's Injury Management Policy and has been developed in consultation with Employees. The intent of this Policy is to achieve optimum results in terms of timely, safe and durable Return to Work for Workers following workplace Injuries.



## DC Resourcing commitment is to:

- Prevent injury and illness by providing a safe work environment.
- Ensure the injury management plan progresses as soon as possible after an injury in accordance with Medical advice.
- Provide suitable and meaningful duties for the injured worker in conjunction with host clientele
- Ensure all Employees are aware that is normal practice and DCR expectation is to return to work as soon as practicable.
- Ensure all participants in a Return to Work Program in line with current Legislation
- Consult with Employees to ensure this Policy operates effectively.

## When an Injury occurs:

It is the Employees responsibility to notify their Project Account Manager of an injury as soon as practicable. Once notified the Project Account Manager will ensure the injured persons receive the appropriate First-Aid and/or Medical treatment as soon as possible and will conduct an investigation to prevent re-occurrence. The Project Account Manager will provide the injured worker with the required form to complete. The Project Account Manager will then notify the Return to Work Coordinator as soon as practicable. The Return to Work Coordinator will then notify the Insurance Company within Forty-Eight (48) hours and proceed to manage the claim.

## Follow up after Injury:

The designated Return to Work Coordinator is Georgia Wyatt, who will develop and maintain the necessary records and case files whilst protecting the confidentiality of the information in these files.

## Finding Suitable Duties:

When an injured Employee is capable of Returning to Work, an individual Return to Work Plan will be developed according to Medical advice. After consultation with the relevant parties, suitable duties will be identified, offered and be in specific writing. Appropriate assistance will be given to illiterate workers, those workers from non-English speaking backgrounds and those permanently unable to return to pre-injury duties.


## Rehabilitation Provider:

Rehabilitation Providers are available to assist when required in the rehabilitation of those Employees who suffer a Workplace injury or illness. Injured Employees will however retain the right to nominate an accredited provider of their own choice.


## Disputes:

When the process of injury management is subject to dispute, DC Resourcing accepts the need to resolve this quickly with direct involvement with all parties concerned.

This Policy will be reviewed in June 2015, in consultation with Employees

  
Dylan Cross  
Managing Director

  
Georgia Wyatt  
Return to Work Coordinator

  
Hussein Salem  
Managing Director

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# Return to Work Policy.

DC Resourcing is committed to the prevention of illness and injury by providing a safe and healthy working environment. DCR have implemented a systematic approach to managing Occupational Health and Safety in the workplace.



We will strive to ensure all injured workers have the opportunity to recover and return to work through the provision of appropriate medical and specialist treatment and the provision of suitable duties.

DCR consult with Employees about all matters relating to employee health, safety and welfare. DCR Employees are regularly informed of their rights and responsibilities.

DCR will ensure that the Return to Work process is commenced as soon as possible after an injury and in a manner consistent with the injured worker's medical fitness for work.

Further, DCR is committed to ensuring that this is normal practice and that all Employees understand this expectation.

We are committed to returning injured workers to Pre-injury duties as soon as practicable following an injury. If it is not feasible for the injured worker to return to pre-injury duties we will provide, where possible, suitable duties for the injured worker.

The person responsible for arranging suitable duties is Georgia Wyatt.

This Policy will be reviewed in June 2015.

Dylan Cross  
Managing Director

  
Georgia Wyatt  
Return to Work Coordinator

Hussein Salem  
Managing Director

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## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

### Employee Policy Acknowledgement and Acceptance Form

I, \_\_\_\_\_ (PLEASE print your WHOLE name) have been presented with and understood the following DCR Policies and documentation.

Policy / Documentation	Employee's Initial for approval
DCR Quality Policy	
DCR Health and Safety Policy	
DCR Drug and Alcohol Policy	
DCR Injury Management Policy	
DCR RTW Policy	
DCR Safety Guide	
DCR Timesheet	
Fair Work Information Sheet	

To finalise the acceptance and compliance with the above, please sign and date below:

Employee Signature: \_\_\_\_\_

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

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## DC RESOURCING EMPLOYMENT APPLICATIONS FORMS

### Medical History and Fitness for Work

(Please circle Yes, or No for the following)

Medical History			Do you have any difficulties performing the following activities?		
Have you ever suffered from any work related injuries or illness?	Yes	No	Running or walking short distances	Yes	No
			Manoeuvring on uneven terrain	Yes	No
Are you currently being treated by a doctor?	Yes	No	Sharp or sudden body movements	Yes	No
			Using hand tools in excess of 5kg	Yes	No
Have you ever had any problems relating to the use of safety or personal protective equipment?	Yes	No	Long periods of concentration	Yes	No
			Hearing	Yes	No
Are you taking any medication that the employer should know about?	Yes	No	Reading	Yes	No
			Climbing	Yes	No
Do you have a history of any medical conditions that may affect your ability to work?	Yes	No	Crouching	Yes	No
			Working at heights	Yes	No
Do you need to wear glasses for work?	Yes	No	Working in confined spaces	Yes	No
			Lifting or bending	Yes	No
If so, do you have prescription safety glasses?	Yes	No	Ability to grasp objects firmly with both or either hands for short & long periods	Yes	No
			Repetitive body movements	Yes	No
Do you consent to undertake a pre-employment medical including a drug & alcohol screen?	Yes	No	Sitting or standing for sustained periods	Yes	No
			Understanding/communicating in English	Yes	No
<b>Do you suffer from or have you suffered from...?</b>					
Asthma or lung related problems	Yes	No	Stomach problems / Ulcers	Yes	No
High blood pressure or heart related issues	Yes	No	A Hernia	Yes	No
Repetitive strain	Yes	No	Fits or Seizures	Yes	No
Joint problems/fractures/arthritis	Yes	No	Allergic reactions	Yes	No
Back or neck related problems	Yes	No	Medical or surgical complications	Yes	No
Any skin disorders	Yes	No	Long periods of absenteeism from work	Yes	No
Persistent headaches/migraines	Yes	No	Diabetes	Yes	No
Ear infections that resulted in a loss of hearing	Yes	No	Tuberculosis	Yes	No
			Hepatitis or Liver trouble	Yes	No

If you have answered YES to any of the above, please provide a short description outlining details:

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From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

#### ▲ The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

**There are 10 minimum workplace entitlements in the NES:**

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at [www.fairwork.gov.au](http://www.fairwork.gov.au). Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

#### ▲ Right to request flexible working arrangements

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns or location of work from your employer if you require flexibility because you:

- are the parent, or have responsibility for the care, of a child who is of school age or younger
- are a carer (within the meaning of the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing violence from a member of your family or
- provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

#### ▲ Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$133,000 per annum and indexed annually, a modern award will not apply but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.

## ▲ Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, [www.fwc.gov.au](http://www.fwc.gov.au).

## ▲ Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

## ▲ Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

## ▲ Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is harsh, unjust or unreasonable. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

## ▲ Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

## ▲ The Fair Work Ombudsman and the Fair Work Commission

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au)

The **Fair Work Commission** is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can visit the Fair Work Commission website, [www.fwc.gov.au](http://www.fwc.gov.au)

This is a plain language summary of information prepared and published by the Fair Work Ombudsman. It is not intended to be a substitute for the law. It is current as at 14 February 2019. Copyright Fair Work Ombudsman. Last updated: 14/02/19

[www.fairwork.gov.au](http://www.fairwork.gov.au)  
Fair Work Infoline 13 13 94



**Fair Work**  
OMBUDSMAN



# TIMESHEET

Email: [timesheets@dcresourcing.com.au](mailto:timesheets@dcresourcing.com.au)

Please submit prior to 10am Mondays with approved supervisor's signature

Employee Name		Week Ending Sunday									
Employee Position		Day	Date	Start Time	Finish Time	Normal Time	Time & Half	Double Time	EXTRAS shift, meal, travel	Comments	
Employee Signature		Monday		am / pm   am / pm							
Company Name		Tuesday		am / pm   am / pm							
Company Address		Wednesday		am / pm   am / pm							
Supervisor's Signature		Thursday		am / pm   am / pm							
		Friday		am / pm   am / pm							
Name		Saturday		am / pm   am / pm							
Title		Sunday		am / pm   am / pm							
Team Leader's Signature											
Name		<b>TOTAL HOURS</b>									
Title		Comments									

**WOLLONGONG:** Unit 14 / 30 Swan Street Wollongong, NSW 2500  
**CANBERRA:** Level 1, Suite 6, 25 Lonsdale St Braddon, ACT 2612  
**NEWCASTLE:** Ground Floor, 16-18 Newcomen St, Newcastle NSW 2300  
 PO Box 520, Newcastle NSW 2300

Office: 1300 961 327 | Fax: 1300 783 327





## DC Resourcing Safety Guide Competency Assessment

### 1. Emergency Evacuations

Staff Approved

(Please answer True/ False to the following statements)

- a) Anyone may sound the Evacuation Alarm, if they feel an area needs to be evacuated?

.....

- b) Once Evacuation procedures have commenced, you should head back to the area evacuated to collect your personal items?

.....

### 2. Induction Overview

Staff Approved

(Circle the correct answer to the following statements)

- a) When working on Site you are required to have:

- i) A Construction Induction, Program Induction and Site Specific Induction
- ii) Construction Induction Only
- iii) A drivers License
- iv) A Construction Induction and Site Induction

### 3. Personal Protective Equipment (PPE)

Staff Approved

- a) List the five items of compulsory PPE that must be worn on Site:

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....

### 4. Reporting

Staff Approved

(Please answer True/False to the following statements)

- a) Only Incidents that appear serious should be reported?

.....

- b) Close Call Reporting is a proactive measure for the prevention of injuries, incidents and illness?

.....

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c) What details must you be specific in providing to DCR Client Supervisors?

.....  
.....

d) What must happen if you witness someone almost getting injured (including yourself)?

.....  
.....

**5. Injuries**

Staff Approved

a) Who must injuries be reported to?

.....  
.....

*(Please answer True/False to the following statements)*

b) All bleeding wounds must be treated?

.....

c) DCR do not encourage the use of suitable duties during the Rehabilitation process for injured workers?

.....

**6. Permits**

Staff Approved

a) What is a Permit?

.....  
.....

b) List three activities that require a Permit?

i) .....

ii) .....

iii) .....

**7. Scaffolding**

Staff Approved

*(Please answer True/False to the following statements)*

a) Scaffolds are to be no less than 450mm wide?

.....

b) Bollards and barricades must be placed around the work area?

.....

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**8. Working at Heights**

Staff Approved

a) At what height must there be some form of fall protection on Industrial Sites?

.....

b) List two preventative measures used to reduce the risk of a fall:

i) .....

ii) .....

Staff Approved

**9. Confined Space**

*(Please answer True/False to the following statements)*

a) A confined space does not need to be small, it depends on a number of factors determined from a Risk Management Process

.....

b) A confined space never contains harmful levels of oxygen

.....

Staff Approved

**10. Excavations**

*(Please answer True/False to the following statement)*

a) All excavation or penetrations may require a permit

.....

b) At what height must excavations be benched battered or shored to minimise any degree of collapse?

.....

**11. Electrical Work**

Staff Approved

a) How often must electrical leads and tools be tested and tagged?

.....

b) Electrical Installations and Repairs can be performed by any respected Employee?

.....

**12. Manual Handling**

Staff Approved

a) List two steps that you should consider in Risk Assessments:

i) .....

ii) .....

*(Please answer True/False to the following statements)*

b) Weight alone doesn't determine risk of an injury

.....

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- c) The risk of an injury increases when you increase frequency, repetition and duration

Staff Approved

13. Heat Stress and Dehydration

- a) List three personal factors involved in Heat Stress:

i) .....

ii) .....

iii) .....

- b) List three early signs of dehydration

i) .....

ii) .....

iii) .....

- c) What is the recommended amount of water that should be consumed for an Outdoor worker in one day?

Staff Approved

14. Drugs and Alcohol

- a) What is DCR's Alcohol and Drug Limit?

.....

(Please answer True/False to the following statement)

- b) As part of the DCR Process a comprehensive Medical Examination may be completed?

.....

I, ..... acknowledge that I have read the DC Resourcing Safety Guide and have completed this test without any assistance.

I agree to abide by the Safety Procedures detailed in the DC Resourcing Safety Guide;

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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