



# HR/IR & Work Health Safety Documents

Policies & Procedures | Agreements | Forms  
Correspondence | Checklists | Employee Handbooks

*Reduce your business risk and  
gain peace of mind today*

All our documents comply with Australian employment law and are backed by Australian Business Lawyers & Advisors.

**MasterHR**Solutions   
practical HR strategies for business success

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# Policies and Procedures

## (77 documents)

- ☐ EEO Policy including Anti-Discrimination, Sexual Harassment and Appropriate Workplace Behaviour
- ☐ Children in the Workplace Policy
- ☐ Health Information Policy
- ☐ Induction Policy
- ☐ Probationary Employment Policy
- ☐ Recruitment Policy
- ☐ Temporary Employment Policy
- ☐ Disclosure of Personal Information Policy
- ☐ Dress Policy
- ☐ Educational Assistance Policy
- ☐ Employee Input Policy
- ☐ Employer Property Policy
- ☐ Expense Claim Policy (with Claim Form)
- ☐ Flexibility and Work-Life Balance Policy
- ☐ Incentive and Bonus Policy with KPI Plan
- ☐ Leave Policy
- ☐ Leave Without Pay Policy
- ☐ Mobile Phone Policy
- ☐ Parental Leave Policy
- ☐ Redundancy Policy
- ☐ Relocation Policy
- ☐ Rostered Days Off Policy
- ☐ Staff Training and Development Policy
- ☐ Timesheet Policy
- ☐ Travel Expenses Reimbursement Policy
- ☐ Vehicle Policy
- ☐ Working from Home Policy
- ☐ Attendance and Absenteeism Policy
- ☐ Code of Conduct
- ☐ EEO for Women in the Workplace Policy
- ☐ Internet, Email and Computer Use Policy
- ☐ Performance, Misconduct and Termination of Employment Policy
- ☐ Personal Grievance Policy
- ☐ Personal Phone Calls at Work Policy
- ☐ Social Media Policy
- ☐ Contractor Management Procedure
- ☐ Electrical Safety Policy
- ☐ Emergency Evacuation Policy and Procedure
- ☐ Emergency Management Procedure
- ☐ First Aid Policy
- ☐ Housekeeping Policy
- ☐ Incident Report and Investigation Procedure
- ☐ Inspection Policy
- ☐ Manual Handling / Ergonomics Procedure
- ☐ Noise Procedure
- ☐ OHS Management System Review Procedure
- ☐ Personal Protective Equipment and Clothing Policy
- ☐ Plant Safety Procedure
- ☐ Purchasing Procedure
- ☐ Record and Document Control Procedure
- ☐ Rehabilitation Policy and Procedure
- ☐ Risk Management Procedure
- ☐ Safe Use of Ladders Procedure
- ☐ Skin Protection Policy
- ☐ Smoke Free Policy
- ☐ Training Policy
- ☐ Vehicle Safety Policy
- ☐ WHS General Policy
- ☐ WHS Management System Review Procedure
- ☐ WHS Responsibilities for a Contractor
- ☐ WHS Responsibilities for a Supervisor
- ☐ WHS Responsibilities for an Employee
- ☐ WHS Responsibilities for Managers
- ☐ WHS Responsibilities for Officers
- ☐ Workers Compensation Return-to-Work Program (NSW Employers Only)
- ☐ Working at Heights Procedure
- ☐ Workplace Bullying Policy
- ☐ Workplace Drug and Alcohol Policy
- ☐ Workplace Inspection Procedure
- ☐ Workplace Substances Procedure

# Agreements and Forms

## (11 and 33 documents)

- ☐ Contract of Employment
- ☐ Contract of Employment - Not True Fixed Term
- ☐ Contract of Employment - True Fixed Term
- ☐ Engagement Letter
- ☐ Engagement Letter For Award/Enterprise Agreement
- ☐ Enterprise Agreement
- ☐ Independent Contractor Agreement
- ☐ Individual Flexibility Agreement (Agmt Covered)
- ☐ Individual Flexibility Agreement (Award Covered)
- ☐ Offer of Guarantee of Annual Earnings
- ☐ Deed of Release
- ☐ Job Application Form
- ☐ Job Description Form
- ☐ Reference Check Form
- ☐ Statutory Declaration - Health Declaration
- ☐ Leave Form
- ☐ Pay Slip
- ☐ Request for Parental Leave Form
- ☐ Request for Part-time/Flexible Work Arrangements
- ☐ Request to Cash Out Leave
- ☐ Request to Vary Parental Leave
- ☐ Statement of Termination Entitlements
- ☐ Statutory Declaration - Compassionate Leave
- ☐ Statutory Declaration - Personal/Carers Leave
- ☐ Timesheet Form
- ☐ Performance Appraisal Form
- ☐ Exit Interview
- ☐ Approved Contractors Register
- ☐ Document Register
- ☐ Hazard Report Form
- ☐ Incident and Investigation Report
- ☐ Job Safety Analysis
- ☐ Meeting Agenda Template
- ☐ Meeting Minutes Template
- ☐ Plant Register
- ☐ Register of Noise Sources
- ☐ Resolution of a WHS Problem Flow Chart
- ☐ Return to Work Plan
- ☐ Risk Management Register
- ☐ Safe Work Procedure Template
- ☐ Training Record of Attendance
- ☐ WHS Training Plan
- ☐ Workplace Substance Register

# Correspondence

## (48 documents)

- ☐ Completion of Probation Letter
- ☐ No Vacancies - Keep Application on File
- ☐ No Vacancies But Could Fit Elsewhere Letter
- ☐ Thanks for Application Letter
- ☐ Unsuccessful Candidate Letter
- ☐ Acknowledgement of Terms of Parental Leave Letter
- ☐ Authority to Doctor
- ☐ Induction Letter
- ☐ Letter Advising Personal / Carers Leave Expired
- ☐ Letter Advising Sick / Carers Leave Expired
- ☐ Letter Enclosing Employee Representational Rights
- ☐ Letter to Employee Advising Shut Down
- ☐ Letter to Employee Advising Stand Down
- ☐ Relocation or Promotion Letter to Employee
- ☐ Remuneration Review Letter - Salary Increase
- ☐ Remuneration Review Letter - Salary Stays the Same
- ☐ Response to Request for Flexible Work Arrangements
- ☐ Response to Return to Work After Parental Leave
- ☐ Christmas Party Letter to Employees
- ☐ Discrimination and Harassment Complaint Response
- ☐ Letter Advising Access to Employee Records
- ☐ Letter Advising Stand Down During Investigation
- ☐ Letter to Employee Concerning Incapacity
- ☐ Notice of Discrimination or Harassment Complaint
- ☐ Notice of Meeting
- ☐ Pregnant Employee Medical Certificate Request
- ☐ Record of Meeting
- ☐ Warning Letter
- ☐ Warning Letter - OHS Compliance Failure
- ☐ Abandonment of Employment - Confirmation Letter
- ☐ Abandonment of Employment - Warning Letter
- ☐ Confirmation of Retirement Letter
- ☐ Letter Advising of Future Redundancies
- ☐ Letter Enclosing Deed of Release
- ☐ Letter of Reference - Departing Employee
- ☐ Letter Regarding Termination
- ☐ Letter to Employee - Termination Due To Redundancy
- ☐ Letter to Employee Regarding Voluntary Redundancy
- ☐ Probation Terminated Letter
- ☐ Redundancy Letter to Centrelink
- ☐ Redundancy Letter to Union
- ☐ Resignation Acknowledgement Letter
- ☐ Show Cause Letter to Employee
- ☐ Statement of Service
- ☐ Summary Dismissal Letter
- ☐ Invitation to Nominate for EEO Committee
- ☐ Work Camera Surveillance Notice
- ☐ Termination Due to Incapacity Letter

# Checklists

## (30 documents)

- ☐ Interview Guide Checklist
- ☐ Recruitment Checklist
- ☐ Reference Checklist - Job Applicants
- ☐ Payment of Salaries and Wages Checklist
- ☐ Record Keeping Checklist (Fair Work Act)
- ☐ Redundancy Checklist
- ☐ Resignation Checklist
- ☐ Termination Checklist
- ☐ Performance Management Checklist
- ☐ Workplace Bullying Assessment Checklist
- ☐ Property Return Checklist
- ☐ EEO Checklist
- ☐ Contractor Induction Checklist
- ☐ Contractor Pre-Qualification Checklist
- ☐ Ergonomics Checklist
- ☐ Fatigue Management Checklist
- ☐ First Aid Checklist
- ☐ Manual Handling / Manual Tasks Checklist
- ☐ Noise Identification Checklist
- ☐ Off-Site Induction Checklist
- ☐ OHS Documents Checklist
- ☐ Personal Protective Equipment [PPE] Checklist
- ☐ Plant Risk Assessment Checklist
- ☐ Vehicle Safety Inspection Checklist
- ☐ WHS Pre-Purchase/Lease Checklist
- ☐ Workers Compensation Checklist
- ☐ Workplace Health and Safety Training Matrix
- ☐ Workplace Induction Checklist
- ☐ Workplace Inspection Checklist
- ☐ Workplace Substances Checklist

## Notes & Comments:

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# Suggested Documentation Packages

Packages can be customised to suit your business requirements or documents can be purchased individually; please discuss with our Workforce Specialists.

## Business Starter Package

\$1100 inc GST

### Agreements & Contracts

- » Engagement Letter

### Policies

- » EEO Policy including Anti-Discrimination, Sexual Harassment and Appropriate Workplace Behaviour
- » Induction Policy
- » Leave Policy
- » Parental Leave Policy
- » Timesheet Policy
- » Performance, Misconduct and Termination of Employment Policy
- » Social Media Policy
- » First Aid Policy
- » Smoke Free Policy
- » Workplace Bullying Policy
- » Workplace Drug and Alcohol Policy

### Forms

- » Job Application Form
- » Pay Slip
- » Leave Form
- » Timesheet Form

### Correspondence

- » Induction Letter
- » Warning Letter

## Business Advance Package

\$2200 inc GST

### Agreements & Contracts

- » Contract of Employment
- » Engagement Letter

### Policies

- » EEO Policy including Anti-Discrimination, Sexual Harassment and Appropriate Workplace Behaviour
- » Induction Policy
- » Leave Policy
- » Parental Leave Policy
- » Timesheet Policy
- » Performance, Misconduct and Termination of Employment Policy
- » Social Media Policy
- » First Aid Policy
- » Smoke Free Policy
- » Workplace Bullying Policy
- » Workplace Drug and Alcohol Policy
- » Probationary Employment Policy
- » Dress Policy
- » Expense Claim Policy (with Claim Form)
- » Working from Home Policy

### Forms

- » Job Application Form
- » Pay Slip Form
- » Leave Form
- » Timesheet Form

### Correspondence

- » Induction Letter
- » Warning Letter
- » Unsuccessful Candidate Letter;
- » Completion of Probation Letter;
- » Letter Regarding Termination
- » Statement of Service
- » Pregnant Employee Medical Certificate Request
- » Authority to Doctor

## Business Pro Package

\$3800 inc GST

### Agreements & Contracts

- » Contract of Employment
- » Engagement Letter
- » Engagement Letter For Award/Enterprise
- » Agreement
- » Individual Flexibility Agreement (Agmt Covered)
- » Individual Flexibility Agreement (Award Covered)

### Policies

- » EEO Policy including Anti-Discrimination, Sexual Harassment and Appropriate Workplace Behaviour
- » Induction Policy
- » Leave Policy
- » Parental Leave Policy
- » Timesheet Policy
- » Performance, Misconduct and Termination of Employment Policy
- » Social Media Policy
- » First Aid Policy
- » Smoke Free Policy
- » Workplace Bullying Policy
- » Workplace Drug and Alcohol Policy
- » Probationary Employment Policy
- » Dress Policy
- » Expense Claim Policy (with Claim Form)

- » Working from Home Policy
- » Mobile Phone Policy
- » Personal Grievance Policy
- » Flexibility Policy
- » Internet, Email and Computer Use Policy
- » Social Media Policy
- » Incident Report and Investigation Procedure
- » Risk Management Procedure
- » Training Policy
- » WHS Responsibilities for Managers
- » WHS Responsibilities for an Employee

### Forms

- » Job Application Form
- » Pay Slip
- » Leave Form
- » Timesheet Form
- » Request to Vary Parental Leave
- » Statutory Declaration - Personal/Carers Leave
- » Statutory Declaration - Compassionate Leave
- » Hazard Report Form
- » Approved Contractors Register
- » Training Record of Attendance

### Correspondence

- » Induction Letter
- » Warning Letter
- » Unsuccessful Candidate Letter
- » Completion of Probation Letter
- » Letter Regarding Termination
- » Statement of Service
- » Pregnant Employee - Medical Certificate Request
- » Authority to Doctor
- » Thanks for Application Letter
- » Record of Meeting
- » Christmas Party Letter to Employees
- » Abandonment of Employment - Warning Letter
- » Abandonment of Employment - Confirmation Letter

## Work Health and Safety Package

\$2200 inc GST

### Policies

- » Appropriate Workplace Behaviour Policy
- » Contractor Management Procedure
- » Electrical Safety Policy
- » Emergency Evacuation Policy and Procedure
- » Emergency Management Procedure
- » Fatigue Management Procedure
- » First Aid Policy
- » Housekeeping Policy
- » Incident Report and Investigation Procedure
- » Inspection Policy
- » Manual Handling / Ergonomics Procedure
- » Noise Procedure
- » Personal Protective Equipment and Clothing Policy
- » Plant Safety Procedure
- » Purchasing Procedure
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- » WHS Responsibilities for a Contractor
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- » Workers Compensation Return-to-Work Program
- » Working at Heights Procedure
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- » Workplace Drug and Alcohol Policy
- » Workplace Inspection Procedure
- » Workplace Substances Procedure

### Forms

- » Document Amendment Register
- » Document Register
- » Hazard Report Form
- » Incident and Investigation Report
- » Job Safety Analysis
- » Meeting Agenda Template
- » Meeting Minutes Template
- » Plant Register
- » Register of Noise Sources
- » Resolution of a WHS Problem Flow Chart
- » Return to Work Plan
- » Risk Management Register
- » Safe Work Procedure Template
- » Training Record of Attendance
- » WHS Training Plan
- » Workplace Substance Register

### Correspondence

- » Authority to Doctor
- » Letter to Employee Concerning Incapacity
- » Pregnant Employee Medical Certificate Request
- » Termination Due to Incapacity Letter

### Checklists

- » Contractor Induction Checklist
- » Contractor Pre-Qualification Checklist
- » Ergonomics Checklist
- » Fatigue Management Checklist
- » First Aid Checklist
- » Manual Handling / Manual Tasks Checklist
- » Noise Identification Checklist
- » Off-Site Induction Checklist
- » OHS Documents Checklist
- » Personal Protective Equipment [PPE] Checklist
- » Plant Risk Assessment Checklist
- » Vehicle Safety Inspection Checklist
- » WHS Pre-Purchase/Lease Checklist
- » Workers Compensation Checklist
- » Workplace Health and Safety Training Matrix
- » Workplace Induction Checklist
- » Workplace Inspection Checklist
- » Workplace Substances Checklist



*Contact us today to customise a package  
for **your business** needs.*

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