



Worker checklist

What to do when you have a new support worker

An Easy Read guide





How to use this guide



WA's Individualised Services (WaiS) wrote this guide. When you see the words 'we' or 'us', it means WaiS.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these bold words mean.

There is a list of these words on page 34.



This Easy Read guide is a summary of a fact sheet.

This means it only includes the most important ideas.



You can find the fact sheet on our website.

<https://waindividualisedservices.org.au>



In this guide we:

- explain some ideas
- ask you some questions.



You can ask for help to:

- read this guide
- answer our questions.

A friend, family member or support person may be able to help you.





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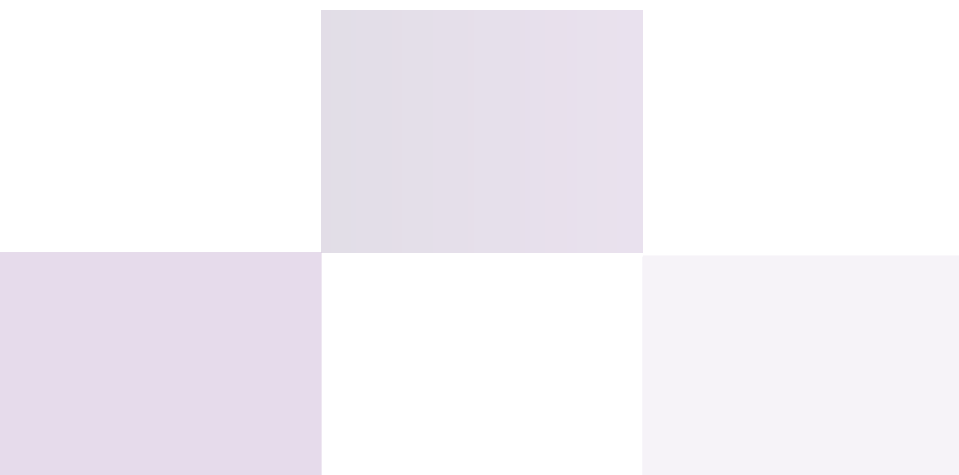
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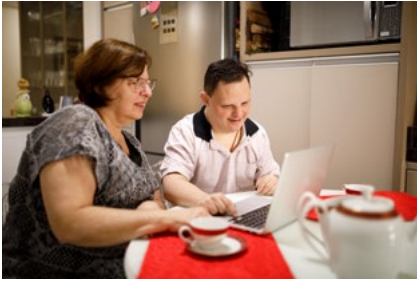
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What is this guide about?



A **support worker** is someone who is paid to provide their support.

We also call them a 'worker'.



Your new worker might be an **employee**.

An employee is someone who:

- gets paid to do a job
- works for you.



Your new worker might be a **sole trader contractor**.



A sole trader contractor is a worker who:

- runs their own business
- is not an employee.

We also call them a 'contractor'.

What if your worker is an employee?



If your worker is an employee, you can use this checklist before they start working for you.

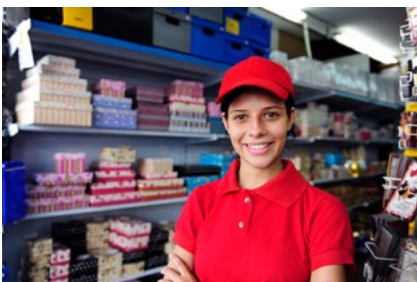


The checklist will help you get ready for when your employee starts.

Keeping some pay from your employee



You must pay your employee an **income** for their work.



An income is the money you earn from working.



You might pay some of your income to the Australian Taxation Office (ATO).

We call this **taxation**.



And when your employee earns an income, you might pay some of it to the ATO.

We call this **income tax**.



Pay as You Go (PAYG) withholding

is when you:

- keep some of your employee's pay then
- pay it to the ATO.



You must use PAYG withholding for your employee's tax.



You also need to make payments for your employee's **superannuation**.

This is money people save for when they retire.

We sometimes call superannuation 'super'.



To pay tax for your employee using PAYG withholding, you must have a number that tells the government who you are.



If you have an **Australian Business Number (ABN)**, you can use a PAYG branch number.

An ABN is a number that helps keep the tax you pay your employees separate from the rest of your business.

If you have a Withholding Payer Number (WPN), you can show this number to the government.



This number tells the ATO:

- who you are
- that you pay people to work for you.

? Do you have a PAYG branch number?

☐

Yes

☐

No



? Or do you have a Withholding Payer Number (WPN)?

☐

Yes

☐

No



Your worker's employment contract



It is a good idea to give your employee an employment contract.

This is a document you write to:

- offer to hire someone
- ask them to agree to work for you.



An employment contract includes information about:

- what you want your employee to do
- how you will hire them.



You can ask your employee to sign it.

Then you can sign it.



Do you have a signed employment contract?

☐

Yes

☐

No



Tax file number declaration form



Employees must also have a number that tells the ATO who they are.

We call it a 'tax file number'.



You must ask your employee to fill out a form to share their tax file number.



This form helps you keep the right amount of tax for your employee.

It's called a 'tax file number declaration form'.



Has your employee given you their tax file number declaration form?

☐

Yes

☐

No



Super form



You can ask your employee to fill out a form to share information about their super account.

This form will help you make sure you can pay your employee's super.



It's called a 'Super Choice form'.



Has your employee given you their Super Choice form?

☐

Yes

☐

No



Contact information



Ask your employee for their contact information.

This can include information about their:



- emergency contact – someone you can call or message if your employee needs help



- bank account.



Has your employee given you their contact information?

☐

Yes

☐

No



Protecting your employee



You must apply for **workers compensation insurance**.



This is a service you pay for to protect workers who get hurt at work.

It helps you:

- pay your employee like they are still working
- protect your employee if they are hurt when they work for you.

? Do you have workers compensation insurance?

☐

Yes

☐

No



Single Touch Payroll (STP)



Single Touch Payroll (STP) is a type of program you can use to share information about your employees.

You share this information with the ATO, including their:



- income



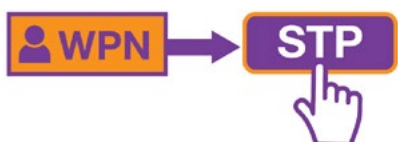
- tax



- super.



From 1 July 2023, anyone who has a WPN must use STP.



If you have an ABN, you might already use STP.

? Do you have STP?

☐

Yes

☐

No





You can also ask someone to:

- pay your employee
- share this information with the ATO for you.



Do you have someone who helps you manage your money, like a bookkeeper?

☐

Yes

☐

No



Do you have someone who looks after your money, like an accountant?

☐

Yes

☐

No



What if your worker is a contractor?



If your worker is a contractor, you can use this checklist before they start working for you.



The checklist will help you get ready for when your contractor starts.

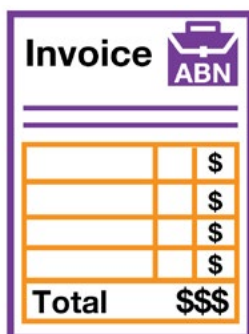
Check their ABN



A contractor should have their own ABN.

They will send you invoices for the work they do.

A contractor's invoice is a document that includes:



- a list of what services they provided
- how much their services cost
- the amount you must pay
- their ABN.



There is a tool called 'ABN Lookup' on the Australian Government's website.



You can use this tool to make sure:

- their ABN is up-to-date
- they are using the right ABN.

<https://abr.business.gov.au>



Have you checked your contractor's ABN?

☐

Yes

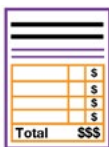
☐

No



If your contractor does not have an ABN, they can give you another statement with their invoice.

It's called the 'ATO Statement by Supplier form'.



Your contractor can decide if they want to use this form to get paid.

Or if they want to use their ABN instead.



Did your contractor give you a Statement by Supplier form?

☐

Yes

☐

No



Make sure they have insurance



You can ask your contractor for a copy of their **public liability insurance**.

This is a service that protects your contractor if:



- someone who doesn't work for them gets injured when they deliver a service
- they damage someone else's personal item where they are working, like a computer.



Not everyone needs their contractor to have this insurance.

So you only have to ask for this if you need it.



Do you have a copy of your contractor's public liability insurance?

☐

Yes

☐

No



Protect them



You must think about if you need to get workers compensation insurance.



This is a service you pay for to protect workers who get hurt at work.

It helps you:

- pay your employee like they are still working
- protect your employee if they are hurt when they work for you.

? Do you have workers compensation insurance?

☐

Yes

☐

No



Important documents your worker needs

There are some important documents that your worker needs if they are:



- an employee

or



- a contractor.



Your worker must give you a copy of these important documents.

Working with Children Check



Do you have a copy of their Working with Children Check?



Do you have a copy of your worker's Working with Children Check?

A Working with Children Check is a card that tells you if someone is a safe person to work with children.

Your worker must have this card to work with children.

☐

Yes

☐

No



National Police Certificate



Do you have a copy of their National Police Certificate?



Do you have a copy of your worker's National Police Certificate?

The police can check if a person has been in trouble with the law.

A National Police Certificate explains if a person has been in trouble with the police before.

☐

Yes

☐

No



The NDIS Worker Screening Check



NDIS funding is money to pay for NDIS supports and services.



If you pay your worker with your NDIS funding, you might want them to apply for the **NDIS Worker Screening Check**.

The NDIS Worker Screening Check:



- is a way to keep people who take part in the NDIS safe



- will find out if NDIS workers are safe to work with people with disability



- helps make sure NDIS workers don't put people with disability at risk of getting hurt.

If you want more information, you can visit the NDIS Commission's website.



www.ndiscommission.gov.au/workers/worker-screening/ndis-worker-screening-check



Have you asked your worker to apply for the NDIS Worker Screening Check?

☐

Yes

☐

No



First Aid Certificate

? Do you have a copy of their First Aid Certificate?



You can ask your employee if they have a First Aid Certificate.

A First Aid Certificate explains if someone:

- has done first aid training
- can help people in emergencies.

☐

Yes 

☐

No 

COVID-19 digital certificate

? Do you have proof of their COVID-19 vaccination?



You can ask your employee if they have proof of their COVID-19 vaccination.

Your employee's COVID-19 digital certificate is proof they got their COVID-19 vaccinations.

☐

Yes 

☐

No 

Information and training

Information about you



You can give them information about you.

This could include:



- your name and age



- what you like and don't like



- who is important in your life, like a friend.

This could also include day-to-day things, like:



- the medicine you take



- what support you need.

? Have you given your worker information about you?

☐

Yes

☐

No



NDIS Code of Conduct



Your worker must know about the NDIS **Code of Conduct**.

This is a list of rules about how workers should behave.



You should check if they know about the NDIS Code of Conduct.

And you should also give your worker a copy of it.

You can find this information on the NDIS Commission website.



www.ndiscommission.gov.au/about/ndis-code-conduct



Have you given your worker a copy of the NDIS Code of Conduct?

☐

Yes

☐

No



Training



To make sure your worker understands the NDIS Code of Conduct, you can ask them to take part in training.



You can decide if you want to pay your worker to do this training.

You can find this training on the NDIS Commission website.



www.ndiscommission.gov.au/workers/worker-training-modules-and-resources/worker-orientation-module



Have you asked your worker to do the training?

☐

Yes

☐

No





You can also ask your worker to do training for tasks they will do when they work for you.

For example, training to lift or push things in a safe way.

This training will make sure your worker:



- does their job well



- is safe at work



- meets your needs.

? Have you asked your worker to do this training?

☐

Yes

☐

No



Word list

This list explains what the **bold** words in this guide mean.



Australian Business Number (ABN)

This is a number that helps keep the tax you pay your employees separate from the rest of your business.



Code of Conduct

This is a list of rules about how workers should behave.



Employee

An employee is someone who:

- gets paid to do a job
- works for you.

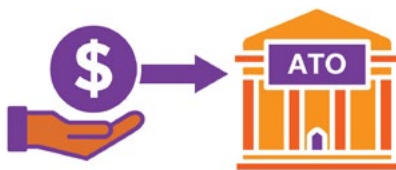


NDIS funding is money to pay for NDIS supports and services.



Income

An income is the money you earn from working.



Income tax

When your employee earns an income, you might pay some of it to the ATO.

We call this income tax.

NDIS Worker Screening Check

The NDIS Worker Screening Check:



- is a way to keep people who take part in the NDIS safe
- will find out if NDIS workers are safe to work with people with disability
- helps make sure NDIS workers don't put people with disability at risk of getting hurt.



Pay as You Go (PAYG) withholding

Pay as You Go (PAYG) withholding is when you:

- keep some of your employee's pay then
- pay the ATO.



Public liability insurance

This is a service that protects your contractor if:

- someone who doesn't work for them gets injured when they deliver a service
- they damage a personal item where they are working, like a computer.

Sole trader contractor

A sole trader contractor is a worker who:

- runs their own business
- is not an employee.

We also call them a 'contractor'.

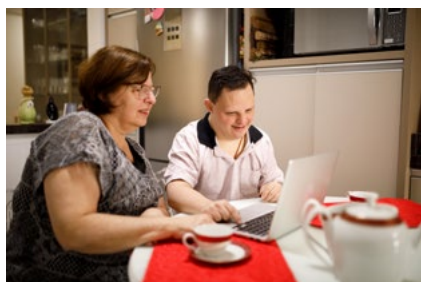




Superannuation

Superannuation is money people save for when they retire.

We sometimes call superannuation 'super'.



Support worker

A support worker is someone who is paid for their support.

We also call them a 'worker'.



Taxation

You might pay some of your income to the Australian Taxation Office (ATO).

We call this taxation.

Workers compensation insurance

This is a service you pay for to protect workers who get hurt at work.

It helps you:



- pay your employee like they are still working
- protect your employee if they are hurt when they work for you.

Contact us



If you have any questions, please contact us.



You can call us.

9481 0101



You can send us an email.

admin@waindividualisedservices.org.au



You can visit our website.

www.waindividualisedservices.org.au



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