



## EMPLOYEE TAKE HOME PACK

1. ALWAYS wear your Personal Protective Equipment E.g. Hardhat, gloves, steel cap boots, ear plugs, glasses, vests etc. and you **MUST** have your **WHITE CARD** on site with you at **ALL TIMES**.
2. For ANY workplace injury or accident. Ring the office **IMMEDIATELY** on **(02) 9738 1511**; where possible, complete the NASS incident report form and ensure you notify your Supervisor and/or client.
3. NEVER do anything on site you are not happy, trained / ticketed for or feel uncomfortable with. Call the NASS Safety department on **0437 513 199** to discuss any concerns. Your Safety is always our main concern. Please talk to us as we encourage your feedback.
4. Look out for your work mates and other trades. Work as part of the NASS team and ensure your communication is clear.
5. **ALWAYS make sure your hours of work are signed on a Day Docket** – ‘No Docket or Signature’ will delay the processing of your pay! **ALL** equipment used must be documented on the docket.
6. To submit your daily dockets, please take a clear photo and forward to Allocations Coordinator email address [allocations@nassservices.com.au](mailto:allocations@nassservices.com.au) (Preferred Method). Where email is not available a photo of your docket must be sent to **0412 354 582** and must be clear.

### **ALL DAY DOCKETS TO BE SUBMITTED NO LATER THAN 9AM EVERY MONDAY MORNING.**

7. Ring **0412 354 582** – Allocations Coordinator at 3pm if your job is finished and you are looking for work the next day, OR if you cannot work the next day.
8. If you are sick and cannot attend work, you **MUST CALL OR MESSAGE** the Allocations Coordinator before **5:30am** on **0412 354 582** and supply a **Medical Certificate**. If you are **absent from work after a long weekend, public holiday or RDO** you must also supply a **Medical Certificate**.

## DAY DOCKETS

Below is a sample of how your Day Docket should be completed. **Without a 'Day Docket' we cannot process your pay** or invoice the Customer therefore it is imperative that your 'Day Docket' is complete and completed correctly.

# NASS

## DAY DOCKET

98025

• Skilled Labour • Detailed Demolition • Environmental Services

Who NASS is working for → CUSTOMER Multiplex Construction ORDER NO 68109 ← Get from Customer

DATE 1 / 8 / 07 JOB LOCATION Silverwater

LABOURERS/PLANT	OCC	START	FINISH	HOURS	DESCRIPTION OF WORK	EQUIPMENT
Tom Brown	Lab.	7am	4pm	8 1/2	Jack hammer slab	1 Hitachi
Michael Smith	Sup.	7am	3:30pm	8	General Clean Up	2 brooms
Ben White	Lab.	6am	3:30pm	9	Level 1 to 4	2 x shovel 1 NASS bin 1 Lead
						Hire One Compressor

List all tools + equipment

RECEIVERS SIGNATURE *J. Murray* PRINTED NAME JAMES MURRAY ← Customer's Foreman Name

Customer's Signature →

PO Box 6360 Silverwater NSW 1811 Phone: (02) 9647 2800 Fax: (02) 9647 2844  
 email: info@nassservices.com.au www.nassservices.com.au

**NASS WILL DO THE JOB BETTER**  
 White - Customer Copy Pink - Office Copy Blue - Book Copy  
 Return Pink Copy to Office ASAP

### Some Important Points to Remember

- Your docket **must** be signed by the Customer/Client
- It must be clear (**NO INFORMATION CROSSED OUT OR SCRIBBLE**)
- Remember to take off your 1/2 hr break from your total hours each day.
- **NO LUNCH BREAK** will not be accepted. Where this is has been written the half hour will be deducted
- Note all NASS & hired equipment you have used, even brooms and shovels.
- If you are on the same site all week you may use one docket for the whole week – just put the date of each day on the side.
- More than one person may be signed for on the one docket, just make sure each person is named for each day.
- If you are not returning to the same site the next day, remember to take home your PPE gear (i.e. gloves, hard hat) for your next job.
- When you get down to the last 5 dockets in your book ring the office for a new book to be sent out.

At the end of each week **you must email** your signed day docket to the NASS office. Refer to page 1, Items 6

# If you get injured at work

## 1 Tell your employer

Tell your employer as soon as you can. Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWork NSW immediately on 13 10 50.

## 2 See your doctor

See your doctor and get a *certificate of capacity* for your employer to send to the insurer.

## 3 Recover at work

If you are able, stay at work or plan how to return to suitable work as early as possible.

You can claim medical expenses, and will get weekly payments if you need time off work. If you need more than seven days off work, you must participate in an injury management plan.

### Recover better at work

Evidence shows you recover from an injury better at work than at home.  
Being off work impacts on your health and wellbeing, your financial situation and your relationships with family and friends.  
If a workmate is off injured, stay in touch and support their return to work.

SafeWork NSW is the workplace health and safety regulator.

The State Insurance Regulatory Authority (SIRA) regulates workers compensation insurance in NSW. For more information go to [safework.nsw.gov.au](http://safework.nsw.gov.au) or [sira.nsw.gov.au](http://sira.nsw.gov.au) or call 13 10 50.

Your employer's workers compensation insurer is:

---

Your return to work coordinator is:



# ALCOHOL AND OTHER DRUGS IN THE WORKPLACE

## WHAT ARE THE RISKS?

Abusing alcohol and other drugs may damage your physical and mental health; being under their influence in the workplace, however, can lead to serious injuries – to yourself and others.

The risks come from the effects that alcohol and other drugs (including medicines) can have on your behaviour. For example, if you are drowsy or your coordination is affected, it would be dangerous for you to drive a vehicle or operate machinery.

Similarly, if someone else at your workplace is under the influence of alcohol or other drugs, it can put you and your workmates at risk.

If you are affected by alcohol or other drugs and are injured at work, you may not be able to get workers compensation.

If you possess, consume, distribute or sell illegal drugs (including cigarettes or alcohol where a person is under age) in the workplace, you can be prosecuted.

## WHAT ARE THE SIGNS?

Some symptoms of drugs and alcohol use include:

- blurred vision
- slurred speech
- dizziness
- drowsiness and falling asleep at work
- extreme emotional highs and lows
- hangovers – including headaches, shaking, vomiting and nausea
- lack of co-ordination or poor reflexes
- sudden violent or aggressive behaviour
- lack of inhibition, judgement or self control.

Some other signs that may indicate someone is under the influence are:

- 'near miss' incidents
- frequent absences or lateness
- self-neglect
- interpersonal problems.

Bear in mind that there can be other explanations for all these signs.

*making a difference*

## WHAT SHOULD I DO?

Ensure that you are not under the influence of alcohol or illegal drugs at work.

If you are taking medicine, check with your doctor or pharmacist about what possible effects – for example drowsiness – the medicine may have on you. If appropriate, discuss these effects with your manager – you may need to be put on restricted duties while you are taking the medication.

Look out for your workmates. If you suspect someone is under the influence of alcohol or other drugs at work, report your concerns to your manager or occupational health and safety (OHS) representative. Do not approach the person directly unless it is to prevent an immediate risk.

Remember that signs of possible drug or alcohol abuse may be due to other reasons, such as health issues, and actual abuse may be the result of matters like bullying or relationship problems. Do not jump to conclusions.

If you report suspected alcohol or other drugs abuse, do not feel that you have 'dobbed in a mate'; you are looking out for them and everyone else at work. Covering for them would put everyone at risk.

## WHERE CAN I GET MORE INFORMATION?

For guidance on developing an alcohol and other drugs policy for your workplace, read WorkCover's publication *Alcohol and other drugs in the workplace* (Catalogue No. WC01359).

You employer should have risk assessments that address the risks of alcohol and other drugs at your workplace. If they do not have a written risk assessment, get them to contact WorkCover for guidance.

If you are worried about reporting alcohol or other drugs abuse in the workplace to your manager or safety representative, or if you do not get an appropriate response from them, you can contact WorkCover directly on **13 10 50** or through [contact@workcover.nsw.gov.au](mailto:contact@workcover.nsw.gov.au). You can remain anonymous if you wish.

A WorkCover inspector or a business advisory officer can attend your workplace and provide guidance and advice in relation to your concerns. They can also help your employer to develop an alcohol and other drugs policy for your workplace.

### Disclaimer

This publication may contain occupational health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website ([www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

©WorkCover NSW

Catalogue No. **WC05890** WorkCover Publications Hotline **1300 799 003**



**WorkCover NSW** 92-100 Donnison Street Gosford NSW 2250  
Locked Bag 2906 Lisarow NSW 2252 WorkCover Assistance Service **13 10 50**  
Website [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

©Copyright WorkCover NSW 0110

If you're a new employee, your employer needs to give you a copy of the Fair Work Information Statement before, or as soon as possible after, you start a job. For information tailored to you, register for an online account at [www.fairwork.gov.au/register](http://www.fairwork.gov.au/register), or call the **Fair Work Infoline** on **13 13 94**.

### ▲ Minimum rights and entitlements

Workers in Australia are entitled to basic rights and protections at work. If you're in the national workplace relations system, these protections include minimum pay rates and a set of entitlements called the National Employment Standards. You're also likely to be covered by a modern award or enterprise agreement, which may provide you with more entitlements.

You might also sign a contract or agreement with your employer. Contracts can set out additional conditions of employment but can't provide less than your minimum entitlements under the National Employment Standards or an applicable award or enterprise agreement.

### ▲ Minimum pay rates

Your minimum pay rate will usually be set in an award or an enterprise agreement. If there's no modern award or enterprise agreement covering your work, you're still entitled to at least the national minimum wage which, from 1 July 2018, is:

- \$18.93 per hour for full-time and part-time adult employees
- \$23.66 for casual adult employees.

The national minimum wage is reviewed annually. You can find your minimum pay rates by using our Pay Calculator at [www.fairwork.gov.au/PACT](http://www.fairwork.gov.au/PACT).

### ▲ Modern awards

There are 122 industry or occupation awards that cover most people working in Australia. Awards may contain entitlements like minimum wages (pay), penalty rates, types of employment, flexible working arrangements, hours of work, meal and rest breaks, classifications, allowances, annual leave loading, and redundancy. To find out if you're covered by an award, use Find my award at [www.fairwork.gov.au/awards](http://www.fairwork.gov.au/awards).

### ▲ Enterprise agreements

Enterprise agreements set employment conditions that can apply to a business and their workers or a group of businesses and their workers. Enterprise agreements are negotiated ('bargained') between the employer, their employees and any employee representatives (such as a union or other bargaining representative).

Bargaining for an agreement has to follow set rules. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides the terms and conditions of employment that apply at your workplace.

For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au).

### ▲ The National Employment Standards (NES)

There are 10 minimum workplace entitlements in the NES that apply to all employees:

1. Maximum weekly hours of 38 if you're a full-time employee, plus 'reasonable' additional hours.
2. The right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with the right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata if you're a part-time employee).
5. A total of 10 days paid sick and carer's leave each year (pro rata if you're a part-time employee), two days paid compassionate leave for each permissible occasion, two days unpaid carer's leave for each permissible occasion, and five days unpaid family and domestic violence leave (in a 12-month period).
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. The entitlement for you to be absent on public holidays and for you to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right to receive this Fair Work Information Statement if you're a new employee.

Casual employees are entitled to some of the entitlements in the NES, but not all. For example, as a casual employee you're entitled to two days of unpaid carer's leave for each permissible occasion. You're also entitled to parental and adoption leave of 12 months (unpaid) – with a right to request an additional 12 months if you've worked on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing employment. In addition, you're entitled to five days unpaid family and domestic violence leave each 12 month period.

To read more about the NES entitlements that apply to you, go to the National Employment Standards page at [www.fairwork.gov.au/NES](http://www.fairwork.gov.au/NES).

### ▲ If the business you work for changes owners

If the business you work for changes owners or is sold – and you're employed by the new employer within three months of your employment with the old employer ending – some of your entitlements may carry over to the new employer. You can check what you're entitled to at [www.fairwork.gov.au/transfer-of-business](http://www.fairwork.gov.au/transfer-of-business).

## ▲ Workplace flexibility

You have the right to request flexible working arrangements under the NES if:

- you're a parent of, or have responsibility for caring for, a child of school age or younger
- you provide personal care, support and assistance to another person who needs it because of a disability, medical condition, mental illness or frailty and age
- you have a disability
- you are 55 or older
- you're experiencing family violence
- you're providing care or support for an immediate family member, or someone you live with, who is experiencing family violence, or
- you're returning to work after a period of parental or adoption leave and wish to work part-time to care for your child, or the child who you have responsibility caring for.

Your employer can only refuse a request on reasonable business grounds. If they do, they must respond to your request in writing and include details for why they refused your request.

## ▲ Individual flexibility arrangements

You and your employer can negotiate to change how certain terms in an award or enterprise agreement apply to your situation. An individual flexibility arrangement cannot be a condition of employment – it must be a genuine choice. To find out more see Flexibility in the workplace at [www.fairwork.gov.au/flexibility](http://www.fairwork.gov.au/flexibility).

## ▲ Protection from discrimination and other adverse action

You're protected from an employer taking 'adverse action' against you for certain reasons. These protections apply to casual, full-time and part-time employees.

Adverse action can include dismissing you, refusing to employ you, negatively changing your position, or treating you differently for discriminatory reasons. For example, you're protected from adverse action if you make a complaint to an organisation like the Fair Work Ombudsman, or if you take personal leave or request flexible work arrangements, or exercise your right to freedom of association (including becoming or not becoming a member of a union).

You also have the right to be protected from unlawful discrimination because of your race, colour, gender or age; and protection from undue influence or pressure from your employer about entering into an agreement in relation to your employment entitlements.

If you have experienced adverse action, discrimination or undue pressure by your employer you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission. If you have been dismissed, there might be strict timeframes that apply, so make sure you lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. See the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au) for more information.

## ▲ Ending employment

Your employment might end for a number of reasons – if you resign, your position is made redundant, or you are dismissed. To find out more see Ending employment at [www.fairwork.gov.au/ending-employment](http://www.fairwork.gov.au/ending-employment).

When your employment ends, you should get any outstanding employment entitlements, including outstanding wages and unused annual and long service leave.

If you think you've been unfairly dismissed, you might be able to lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. There are rules about applying, including minimum employment periods, strict timeframes for applying and special rules for small business. Go to the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au) for more information.

## ▲ Right of entry

A permit holder, often a union official, may enter the workplace in order to:

- talk to employees whose industrial interests the permit holder's organisation is entitled to represent
- look into a suspected breach of workplace laws
- look into a suspected breach of health and safety laws, in which case they must also comply with right of entry requirements of the work health and safety laws.

A permit holder must comply with certain requirements such as notice to the employer and can inspect or copy certain documents. Strict privacy restrictions apply to the permit holder, their organisation and your employer.

## ▲ The Fair Work Ombudsman

The **Fair Work Ombudsman** is an independent statutory agency that promotes harmonious, productive and cooperative workplace relations and ensures compliance with Australian workplace laws. The Fair Work Ombudsman provides reliable and timely information about Australia's workplace relations system as well as help resolving workplace issues.

For more information about the Fair Work Ombudsman visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or call **13 13 94**.

## ▲ The Fair Work Commission

The **Fair Work Commission** is Australia's national workplace relations tribunal responsible for maintaining a safety net of minimum wages and employment conditions, as well as a range of other workplace functions, including agreement-making, workplace bullying and unfair dismissal. For more information about the Fair Work Commission see [www.fwc.gov.au](http://www.fwc.gov.au) or call **1300 799 675**.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.