

# STAFF AND CONTRACTOR POLICY AND PROCEDURE

## Policy Statement

This policy applies to all employees, contractors and volunteers.

Mypower Foundations is committed to providing a safe and healthy work environment for all staff and contractors. It is the policy of Mypower Foundations to make every reasonable effort to prevent accidents and to protect staff and contractors from injury, and/or work-related illness. This applies to both physical and psychological injury, accident or illness.

Mypower Foundations values the support provided by staff and contractors to clients and recognises the importance of paying for those services in a timely manner, provided the invoicing and timesheet procedures are followed.

## Principles

- All staff and contractors are informed, prior to engagement that they are provided with a copy of the relevant Policies and Procedures must be aware of the WHS Policies and Procedures prior to commencing work.
- All Policies and Procedures are readily available via Mypower Foundation's CRM.
- Policies and Procedures are reviewed and updated biennially, or immediately if management becomes aware of any updates due to changes in legislation, NDIS rules, or changes to general procedures.
- The Director or Facilitator is to go through the Specific Responsibilities listed in the NDIS Specific Human Resource Management Policy and Procedure, to ensure all details are obtained in relation to insurance, etc. The manager will also inform the staff or contractor as to whom they should report any safety issues to, which will be reported via our feedback and incident procedure.
- Instructions on appropriate invoicing are set out on the Information Sheet titled **Contractor Invoice SOPS** and contained in the **Documents for Everyone** library in Nightingale.
- Resources and supports are provided to employees and contractors to ensure their well-being, for example, counselling services or helplines. Debriefing sessions will be offered in the case of an incident.

## Definitions

**Contractor:** is an individual available to support the clients of Mypower Foundations and although self-employed agrees to follow the prescribed methods of Mypower Foundation, their Policies and Procedures.

**Staff:** Individuals employed by an organization or company on a full-time, part-time, temporary, or casual basis to undertake specific roles or tasks.

## Procedure

A representative of Mypower Foundations shall inform all employees and contractors of the following requirements before commencing work:

- All employees and Contractors will undergo an onboarding process before they commence work to ensure understanding of the policies, responsibilities and expectations of Mypower Foundations.
- All employees will be provided with the opportunity to undergo ongoing training. Contractors, whilst responsible for their own professional development, will be offered additional training from time to time as deemed appropriate by Mypower Foundations.
- Contractors are required to forward notification of relevant insurance coverage as prescribed in the procedures.
- Employees and Contractors performance with regards to Workplace Health and Safety will be monitored and reviewed; employees and contractors are required to observe all precautions to prevent any incident occurring that may injure persons, or damage property.
- Mypower Foundations conducts regular evaluations to assess staff and contractor adherence to Workplace Health and Safety (WHS) standards. This monitoring process consists of:
  - **Observational Audits:** Periodic on-site checks to ensure staff and contractors adhere to safety protocols and use necessary safety equipment.
  - **Feedback Mechanism:** A system through which employees can report safety concerns, near misses, or potential hazards. This ensures proactive identification and rectification of safety issues.
  - **Performance Reviews:** Incorporating WHS adherence into regular performance appraisals, highlighting areas of improvement and excellence.
  - **Incident Reporting:** Any incidents, accidents, or near misses must be promptly reported and thoroughly investigated to identify root causes and prevent recurrence.
  - **Safety Meetings:** Regular WHS meetings to discuss safety trends, areas of concern, and implement proactive measures.

- **Training Records:** Ensuring all staff and contractors have up-to-date safety training and certifications, and providing refresher courses as needed.
  - **Compliance Checks:** Regular reviews of staff and contractor activities against current WHS regulations to ensure full compliance.
  - **Review of Documentation:** Scrutinizing logs, reports, and other documentation to ensure that safety procedures are being followed and documented appropriately.
  - **By integrating these measures,** Mypower Foundations seeks to maintain the highest standards of safety and well-being for all its staff and contractors.
- Employees and contractors are required to ensure that any tools, plant, or vehicles that they bring on to the premises, conform to the regulations governing them and are safe to use.
  - Employees and contractors are required to remove any debris or rubbish that was created from their work activities and report any incidents to our management as soon as possible, firstly via the regular channels of communication, followed by an Incident Report no later than 24hrs after an incident occurs.
  - Contractors are to follow the invoicing guideline set out on the Information Sheet titled **Contractor Invoice SOPS** and contained in the **Documents for Everyone** library in Nightingale. Importantly, contractors should note:
    1. Invoicing should be completed weekly with all details required from the Information Sheet titled **Contractor Invoice SOPS**.
  - Contractors are required to maintain Professional Indemnity and Public Liability Insurance at all times, and provide updated records to Mypower Foundations management.
  - Employees and Contractors are required to clock in and clock out of each shift using their Nightingale login, as well as include any kms and extra expenses such as parking fees.
  - Shift notes must be completed following each shift before payment can be made, unless Mypower Foundations has been advised of an acceptable reason for delay.
  - All employees and contractors will maintain data confidentiality at all times and take all necessary steps to ensure its security.
  - Disagreements or disputes between employees, contractors, and the management and feedback in general, will be dealt with via the feedback and incidents procedure, and if deemed appropriate, performance management.
  - Termination of employment or end of a contractor's engagement, including notice periods, final payments, and other relevant details are outlined in the Contract or letter of offer signed by the employee or contractor prior to commencement of work.

This procedure explains how Mypower Foundations will implement the Staff and Contractor and Policy.

## **Relevant Legislation and Policies**

- Privacy Act 1988
- Fair Work Act 2009
- Workers Compensation Act 1987 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Taxation Administration Act 1953
- Superannuation Guarantee (Administration) Act 1992
- Independent Contractors Act 2006
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities