

# **PAINTBUSTERS AUSTRALIA**

## Employment Information Policies and Procedures.

### **New Employee Information Pack:**

This Employment Information Pack contains all of the following and is to be filled out by new Personnel, with no exception! all new personnel are to read, sign and return this and other relevant paperwork prior to the commencement of work these Policies and Procedures apply when working for with and for everyone be it Paintbusters Australia, Host or Future Employers.

### **New Personnel are to Tick all Boxes as they read and signed each section**

- |    |   |                          |
|----|---|--------------------------|
| 1. | Terms and Conditions of Employment.                       | <input type="checkbox"/> |
| 2. | Code of Conduct Policy.                                   | <input type="checkbox"/> |
| 3. | Discrimination or Sexual Harassment Policy.               | <input type="checkbox"/> |
| 4. | Complaints Handling Policy and Procedure.                 | <input type="checkbox"/> |
| 5. | Health & Safety Policy and a copy of current Safety Card. | <input type="checkbox"/> |
| 6. | Environmental Policy.                                     | <input type="checkbox"/> |
| 7. | Employment Application                                    | <input type="checkbox"/> |
| 8. | Bank, Superannuation & Other Details if applicable        | <input type="checkbox"/> |
| 9. | PAYG Tax File Number Declaration Form if applicable       | <input type="checkbox"/> |

**I have read understand and agree to comply with all the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Terms and Conditions of Employment.

1. We endorse a non-smoking policy, with smoking to be off site and during breaks.
2. Remuneration/Rate of Pay is to be negotiated and agreed upon at pre-commencement employment interview.
3. We are an equal opportunity employer.
4. A current Safety Induction Card is compulsory, and full compliance to the Workplace Health and Safety Act and Regulations is a must.
5. In the event of any work related accident, injury or illness you are required to report it to your Supervisor/Forman and complete the appropriate paperwork.
6. In the event of absence from duty, we must be notified before 7am on the day of absence, be it due to illness or any other circumstance.
7. Attendance of Training or Meetings may be required outside of working hours.
8. All personnel must comply with the policies and procedures as signed.
9. Written records are maintained for all personnel.
10. During work or any matters relating to the business behaviour of an appropriate manner at all times is expected.
11. Where Corporate Clothing if supplied is to be worn at all times, including own safety footwear and be dressed in white attire no exceptions.
12. **Telephone Access:**  
  
Mobile Phones are not to be used during working hours except during breaks.  
**EXCEPTIONS:** are to make or take an urgent personal call, a call for business related matters, or If an emergency were to occur.
13. All personnel must provide and bring all required tools of trade to work on a daily basis.
14. If you are a Tradesperson we require either a copy of you trade papers or QBBC Licence.

**I have read understand and agree to comply with all the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Code of Conduct Policy.

### **Respect for the Law:**

Do not set out to deliberately break the law, be it Local, State or Federal.

### **Respect for the General Public:**

All members of the Public must be treated honestly and fairly, and with proper regard for their rights and obligations. PAINTBUSTERS AUSTRALIA will not tolerate discrimination on any grounds, and behaviour that might reasonably be seen as harassment, bullying or intimidation.

### **Honesty and Integrity:**

We expect everyone to act with honesty and integrity at all times.

### **Diligence:**

Everyone should be striving to achieve the highest standards of workmanship at all times, not waste time and get the jobs done as quickly as possible.

### **Economy and Efficiency:**

Everyone should not waste, materials and or resources.

### **Alcohol and Drugs:**

Alcohol and Drugs has no place in the workplace, we conduct random drug tests and if you are caught in the possession of either, or under the influence of alcohol or drugs you will be sent home immediately and disciplinary action will be taken, and drug issues may be reported to the Police.

If you have alcohol or drugs problems, talk to us about it and we will arrange help for you.

**I have read understand and agree to comply with all the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Discrimination or Sexual Harassment Policy.

All people are to be treated equally with respect and courtesy at all times.

Rude languages gestures and off jokes are not acceptable at any time.

Any form of Harassment will not be tolerated.

Where anyone's behaviour offends or makes you feel uncomfortable, it must be reported immediately to the Supervisor/Forman who will deal with the situation.

**I have read understand and agree to comply with all the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Complaints Handling Policy.

We treat all/any complaints seriously be they internal or external, and they will be recorded with date, time names of everyone involved, the place of the incident, what happened and the outcome.

The Supervisor or Upper Management will interview the person/persons the complaint has been made against immediately, and resolution between all parties will be sought, depending on the seriousness of the complaint. Instant dismissal is not out of the question.

If further complaints are made against anyone, and are found to be correct disciplinary action will be taken and a written warning issued regarding that persons employment.

Anytime you are not happy with a situation, event or incident or our handling of a complaint talk to us about it before you seek advice from outside authorities.

**I have read understand and agree to comply with the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Health and Safety Policy.

*PAINTBUSTERS AUSTRALIA* management must sight your current General Safety Induction Card for The Construction Industry and its your duty and responsibility to have it on site with you at all times

Ignorance causes injuries. It is your responsibility work in a safe manner and to inform others about hazards on the job site.

Specific Activities and certain Worksites require Industry Safety Plans  
You must abide by these Safety Plans when and where applicable.

Be aware conditions can change rapidly, check your work area out before, during and after work each day. (Ensure it is safe, clean and tidy).

Safety meetings/discussions are held on a regular basis.

They provide an opportunity for two-way communication, you may have information about safety issues or better work practices pinpointing potential problems before they develop into something major.

Which allows steps to be taken to eliminate health and safety issues from the workplace.

We are committed to providing and maintaining a safe and healthy workplace for everyone be it personnel or the general public.

It is all personnel's responsibility to achieved and maintain a healthy and safe, working environment, safety signage and warnings must be used when required.

Safety equipment is provided and is to be use at all times.

**I have read understand and agree to comply with the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Environmental Policy.

Environmental issues are and should be of major concern to everyone, with care to be taken to comply to all manufacture and Industries guidelines, Local, State and Federal Government Rules and Regulations at all times.

All manufacturers have Data Sheets available, which we have access to up to date copies at all time and when and where relevant the appropriate information is on the work sites.

Waste management is equally important with all items being disposed of correctly.

**I have read understand and agree to comply with the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## Employment Application.

NAME: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

ABN: \_\_\_\_\_ GST REGISTERED: Yes / No

RESIDENTIAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POST CODE \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POST CODE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

A/H PHONE NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PH#: \_\_\_\_\_

SUPPLY RESUME AND 3 REFEREES AND CONTACT PHONE NUMBERS.

NAME	CONTACT NO: -
_____	_____
_____	_____
_____	_____

- DO YOU HOLD A CERTIFICATE 3 IN PAINTING & DECORATING YES / NO (if yes attach copy)
- DO YOU HOLD A CURRENT FEDERAL POLICE CHECK YES / NO (if yes attach copy)
- DO YOU HOLD A CURRENT SAFTEY INDUCTION CARD YES / NO (if yes attach copy)
- DO YOU HOLD A CURRENT FIRST AID CERTIFICATE YES / NO (if yes attach copy)
- DO YOU HOLD A WORKING AT HEIGHTS CERTIFICATE YES / NO (if yes attach copy)
- DO YOU HOLD A EWP CERTIFICATE YES / NO (if yes attach copy)

THAT I THE APPLICANT AM TO SUPPLY AND BRING TO WORK DAILY ALL TRADE TOOL AS LISTED BELOW.

Tool Box or Sport/Travel Bag with the following: Putty Knife, Small & Med Broad Knife, Stanley Knife, 4 Filling Blades Assorted Sizes, Wire Brush, Duster, Flat & Star Screwdriver, Sanding Head, Respirator, Window Cleaner/Scraper, Gap Gun Nook & Cranny Roller, Sureline Pad, Pencil & Niko Pen, Hammer & Nail Punch, Stockings, Cotton Rag, Wide Brim Hat, Hard Hat and Steel Cap Boots

These items may apply depending on how you are employed and in relation to the amount of your remuneration Brushes, Rollers, Paint Pots, Roller Trays & Buckets, Drop Sheets, Step Ladders

**I have read understand and agree to comply with the above.**

.....  
Signed (New Personnel) Date

.....



Print Name (New Personnel)

# **PAINTBUSTERS AUSTRALIA**

## **PAYMENT AND BANK DETAILS.**

YOU ARE INITIALLY EMPLOYED ON A TRIAL PROBATIONARY ABN BASIS FOR A PERIOD OF 3 MONTHS OR 60 WORK DAYS WHICH EVER APPLIES WITH REGULAR REVIEWS TAKING PLACE AT THE END OF WHICH, PERMANENT POSITIONS WILL BE OFFERED..

**PAYMENTS ARE PROCESSED EACH WEDNESDAY AND ARE GENERALLY IN YOUR ACCOUNT BY FRIDAYS.**

NAME OF YOUR BANK: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

BSB NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**NB: DEPENDING ON YOUR BANK IT CAN TAKE 3 WORKING DAYS BEFOR FUNDS ARE AVAILABLE.**

Q LEAVE NUMBER: \_\_\_\_\_

**I have read understand and agree to agree with the above.**

.....  
Signed (New Personnel)

.../.../...  
Date

.....  
Print Name (New Personnel)