

CHECKLIST FOR WORKERS

Enter into a written agreement with the participant & keep a copy. This agreement would normally include

- Participant's contact details
- Your contact details
- Negotiated hourly rate
- Hours of work
- Tasks to be performed
- Expected goals and outcomes
- Length of engagement
- Review date of contract
- Required information (e.g. driver's licence, criminal history check details, use of worker vehicle)
- Reimbursement of expenses
- Timeframe for invoices to be submitted (i.e. fortnightly, monthly)

Receive the document 'Becoming a Self-Employed Sole Trader'

- Read the document
- Sign the last page (the individual or their representative will take a copy of this page)
- Keep the document for your own information
- Consider the value of taking out Professional Indemnity Insurance and Public Liability Insurance

Decide on an invoicing procedure for hours worked

- Individuals or their representative can supply you with an invoice template for ease of invoicing
- Support your account details for payment

Obtain a current criminal history check

- You are required to have a current criminal history screening which you need to organise through the police
- If you have a current Blue Card or a Yellow Positive Notice Card this is sufficient
- You will need to have a current Blue Card if you are working with anyone under 18 years
- Sole Traders may apply for a Blue Card via a Person carrying on a business Blue Card application form

Check the individual / individual's representative has a current Household Worker's Insurance policy through WorkCover Queensland

Check that your vehicle can be used for work purposes

If you are required to use your own vehicle while supporting the person with disability, you should ensure that:

- You have a current driver's licence and adequate insurance cover
- Your vehicle is roadworthy and registered and has the correct seating and safety restraints
- Negotiate how you are to be reimbursed for the use of your vehicle

Obtain a current First Aid certificate and CPR training if required by the individual / Individual's representative.

You will need to cover the cost of this training which is tax deductible

Health & Safety

- Ask the individual / individual's representative if there are any safety concerns that you would be aware of in the home in which you are working
- Inform the individuals / individual's representative of any health or safety concerns you may have whilst working

Be Given and understand an Emergency Plan

What you can expect from the individual / individual's representative

- You will be paid the agreed rate and on time
- You will be treated with respect and not exploited
- You will be given a clear briefing and adequate information about the job to be done
- You will be provided with a safe working environment
- They will be given contact phone numbers if changes are necessary or in case of an emergency
- Individual / individual's representative will be punctual and ready to take over from you as agreed
- You will be listened to regarding your concerns and the individual / individual's representative will work with you to find out a solution
- You will be provided with the necessary training for the role

Be given current and relevant information about the person you are working with**Understand the vision and goals of the person you are working with and undertake to work with the person to fulfil these to the best of your ability**

(AS A SELF-EMPLOYED SOLE TRADER, YOU WILL BE RESPONSIBLE FOR YOUR OWN TAX AND SUPERANNUATION)