

## Hire Right Checklist

- 1) **Choose licensed operators:** For growers in a state that requires labour hire providers to be licensed, make sure the labour hire provider is licensed.

- 2) **Ask questions:** Read the [FWO labour hire checklist](#) which recommends growers ask potential labour hire providers:

- What is your ABN? \_\_\_\_\_
- How are you hiring your workers?
  - i. If you are engaging employees by the piece, do you have written agreements in place?
  - ii. Will you give them a [Fair Work Information Statement](#)?
- How are you going to pay your employees?
  - i. How much? \_\_\_\_\_
  - ii. How often? \_\_\_\_\_
  - iii. Will you give them pay slips?
  - iv. Do you know which award will cover them?

Ask for references or referees who can confirm worker treatment record.

- 3) **Prepare a contract:** Enter into a formal, written and signed contract with your labour hire provider. It should mandate that they must pay workers appropriately, outline what you expect, and that workers will not get charged excess transport, accommodation, food or other costs. Emphasise the critical nature of paying and treating workers fairly to the ongoing success of your business and their ongoing engagement. You should also inform them that you will audit and check on payments to workers.

- 4) **Run staff inductions:** Conduct an induction for all incoming workers briefing them on what pay they should expect and how to raise concerns about their pay if they have any. (This may also require an internal process be established so workers can report to growers about any concerns anonymously.)

- 5) **Check worker legitimacy:** Require the labour hire provider to supply you with documentation of all staff working on your business to ensure they are legitimate workers and documentation of all payments made to staff. Use the [Visa Entitlement Verification Online](#) system to check people on visas have a right to work.

- 6) **Do random checks:** Do random spot checks of employees asking them how much they got paid yesterday or last week. You may ask them if they are getting charged for accommodation, food, transport or other related costs and how much they are paying for that to check it is not excessive. Get in an independent translator if you need assistance to communicate with your workers.