



FAIR FARMS
FOSTERING FAIR EMPLOYMENT PRACTICES
IN THE AUSTRALIAN HORTICULTURE INDUSTRY



STANDARD

~~Version 2.0 (June 2022)~~
Version 3.0 (December 2023)



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Introduction

Fair Farms Training and Certification Program

The objective of the Fair Farms Training and Certification Program is fostering fair and responsible employment practices across the Australian horticulture industry [whilst extending the scope into other industries such as agriculture industry, nursery industry, viticulture industry \(wine industry\) and the labour hire \(on-hire\) industry which provides a large portion of the workforce into the aforementioned sectors.](#)

The program aims at establishing a culture of compliance which will lead to better employment practices, fairer treatment of workers and reduced risk of exploitation ~~and other human rights and modern slavery violations. in the workplace and or the supply chain.~~

The Fair Farms Training and Certification Program has been developed by [Growcom Queensland Fruit and Vegetable Growers QFVG Ltd](#) (scheme owner) with reference to the Credibility Principles established by the ISEAL Alliance (<https://www.isealalliance.org/credible-sustainability-standards/iseal-credibility-principles>), a global initiative to strengthen sustainability standards systems. [Growcom QFVG Ltd](#) is committed to continuously review and improve the Fair Farms Training and Certification Program, always aspiring to operate a credible and effective system that achieves its purpose.

~~The Fair Farms Training and Certification Program is open to all businesses operating within the Australian horticulture supply chain that:~~ [The Fair Farms Training and Certification Program is open to all businesses operating within the Australian horticulture, agriculture, nursery and viticulture supply chain that:](#)

- Grow produce for [wholesale or](#) retail ~~sale~~, and/or
- Pack produce for [wholesale or](#) retail ~~sale~~, and/or
- Operate as an aggregator, distributor, broker or agent supplying produce for [wholesale or](#) retail sale.
- [Supply on-hire labour to any other the above industries](#)

For detail on the operational workings of the program, its underlying principles and rules refer to the information and resources available on the Fair Farms website: www.fairfarms.com.au

The Fair Farms Standard

The Fair Farms Standard is an industry-owned standard describing fair and responsible employment practices that, if implemented by a participant, provide assurance (through a third-party audit) that the participant employs and treats workers in a fair and responsible manner [and is compliant with the Fair Farms Standards of work health and safety requirements.](#) This assurance includes that:

- (a) the participant engages and remunerates their staff in accordance with all applicable state and federal laws, rules and Awards relating to fair work and immigration laws;

- (b) the participant understands and appropriately discharges their responsibilities towards workers engaged through third-parties (labour hire providers);
- (c) the participant ensures a safe work environment and, where applicable, legally compliant and reasonable standards of on-farm accommodation for workers; and
- (d) the participant follows an approach of zero-tolerance towards any form of forced labour, bonded labour or any form of modern slavery.

Terms used repeatedly throughout the Standard are explained in the Glossary at the document end.

The Fair Farms Standard has been developed by [Growcom Queensland Fruit and Vegetable Growers Ltd](#) in consultation with growers and other members of the fresh produce supply chain, industry representative bodies, technical experts, trade unions, representatives of the major Australian retailers (supermarket chains) and the Fair Work Ombudsman. The Fair Farms Standard is founded on the Ethical Trading Initiative (ETI) Base Code and upon the conventions of the International Labour Organisation (ILO). The Standard will be continuously reviewed and updated in accordance with the consultation process set out below.

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Acknowledgments

Many individuals and organisations have contributed to the development of the Fair Farms Standard. Their time, effort, patience and ongoing support is well acknowledged and much appreciated.

Standard Review Process

The Fair Farms Technical Committee is responsible for the review and amendment of the Fair Farms Standard. Businesses participating in the program will be advised of all updates and should ensure they are operating within the current edition of the Fair Farms Standard at all times available on the Fair Farms website www.fairfarms.com.au.

Program participants and others are encouraged to make suggestions for improving the Standard. Please submit your [completed Fair Farms Amendments Form to fairfarms@fairfarms.com.au](#). [This form can be found on the Fair Farms website \[www.fairfarms.com.au\]\(http://www.fairfarms.com.au\)](#). ~~suggestions at any time either by email or posted mail, with our best contact details available on the Fair Farms website (www.fairfarms.com.au).~~

Using the Standard

The requirements (elements) of the Fair Farms Standard are grouped into two sections – ‘Management’ (referenced ‘M’) and ‘Fair and responsible employment’ (referenced ‘F’). Compliance with all these elements is required for Fair Farms Certification.

Each element describes the outcomes required, the practices needed to ensure compliance and records that may be used to demonstrate compliance with the Fair Farms Standard. These elements form the basis of Fair Farms training and audit, and together, form the foundation for the effective implementation of the Fair Farms program across the [Australian agriculture, horticulture, nursery, viticulture and other related industries covered by the scope of the Program](#) ~~horticulture industry~~.


In the event that there is any inconsistency between the Standard and any other program documentation the Standard shall prevail.


At the end of each section is a list of resources that are available to support participants with the implementation of the Fair Farms Standard.


For more information, visit the Fair Farms website at www.fairfarms.com.au or contact the Fair Farms team.


Management

M1 Scope and commitment			
M1.1	Define the business scope and the scope of Fair Farms certification.	1. All business enterprises, activities and work sites within the scope of Fair Farms certification are defined by the <u>Participant's</u> owner or appropriate senior manager. A record is kept.	Scope statement
M1.2	Identify property areas that has workers and any relevant infrastructure and facilities on a property map.	1. A property map(s) is documented and maintained. The map(s) identifies: <ul style="list-style-type: none"> • production areas and growing sites • relevant farm buildings, such as packing facilities and amenities • workers' accommodation and facilities, if provided on site. 	Property map
M1.3	Document the business' commitment to integrity and ethical conduct.	1. The business unit has a policy statement outlining its commitment to professional business practice and ethical conduct, and intolerance of any forms of bribery, inducement or corruption 2. The business unit has a code of conduct that identifies unacceptable behaviours within the business and trains its workers in that code 3. The business unit discloses any current or past legal action/investigations relating to employment, WHS or immigration matters, including any enforceable undertakings entered, noting any unresolved issues.	Policy statement Disclosure statement
M1.4	Document the business commitment to fair employment practices and compliance with all applicable laws.	1. The business unit has and regularly reviews a policy statement outlining its commitment to: <ul style="list-style-type: none"> • adhere to all laws that apply to its workforce, in particular the Fair Work Act (for National system employers) or relevant State laws, relevant Awards, the Migration Act, and work health and safety legislation • maintain a cooperative and consultative approach with its employees • recognise and respect workers' right to freedom of association and to collectively bargain 	Policy statement

		2. The owner or general manager signs the policy statement 3. The policy statement is communicated to all workers	
M1.5	Establish responsibility for workplace relations compliance.	1. The business unit appoints a person with primary responsibility for human resource management and maintaining a working knowledge of workplace relations laws.	
M1.6	Define the organisational structure of the business.	1. The organisational structure of the business is documented and notes: <ul style="list-style-type: none"> • business owner/manager • Person responsible for human resource management and compliance with workplace relations laws • Person responsible for work health and safety • the reporting relationships between workers and supervisors/managers, including where supervisors/managers are engaged through Labour Hire Providers. 	Organisational chart
	Fair Farms Resources <ul style="list-style-type: none"> • Policy Statement template (FF Manual) 	External Resources	


M2 Documentation			
M2.1	Verify compliance with the Fair Farms Standard through relevant documents and records.	<ol style="list-style-type: none"> 1. The business unit has access to current editions of the Fair Farms Standard and the Fair Farms Rules 2. All records and documents required to verify compliance to the Fair Farms Standard are legible and must include: <ul style="list-style-type: none"> • title • date of issue or version number • business name • name of person completing record and date of completion 3. As documents and records change, out of date versions are replaced. 	<p>Fair Farms Standard</p> <p>Fair Farms Rules</p>
	<p>Fair Farms Resources</p> <ul style="list-style-type: none"> • Fair Farms Standard • Fair Farms Rules 	<p>External Resources</p>	

M3 Training			
M3.1	Complete self-assessment of workplace relations compliance.	1. The business owner or appropriate management representative completes the Fair Farms Online Self-Assessment (OSA) to establish the business' level of compliance with the Fair Farms Standard and to identify any associated training needs.	Online Self-Assessment (OSA) Report
M3.2	Complete training, where required.	1. The business owner or appropriate management representative completes approved Fair Farms training (where required) to address matters of non-compliance identified through the OSA. Evidence of completion of training is kept. Training modules are to be completed within 3 months of the training needs being identified	Training completion records
	Fair Farms Resources <ul style="list-style-type: none"> • Online Self-Assessment • Fair Farms Training 	External Resources	


M4 Internal audit and corrective action			
M4.1	Conduct Online Self-Assessment to verify ongoing compliance with this Standard.	1. The business unit completes the Online Self-Assessment (OSA) at least once every 12-month period annually . A record is kept.	Online Self-Assessment (OSA) Report
M4.2	Complete corrective actions for any non-compliance.	<ol style="list-style-type: none"> 1. A Corrective Action Record (CAR) must be completed when the requirements of the Fair Farms Standard, Fair Farms Rules or legislation are not being met, as identified by: <ul style="list-style-type: none"> • routine activities • annual OSA as prescribed by the Fair Farms Rules • internal audits (where applicable) • external audits (where applicable) • a valid complaint received 2. A Corrective Action Record must include: <ul style="list-style-type: none"> • description of the problem • cause of the problem • whether or not the problem has occurred before • short term fix (action taken to fix the problem) • long term fix (action taken to prevent the problem recurring) • confirmation that short term and long term actions are completed and effective • name and signature of person completing the review • date of the review 3. Non-conformances and corrective actions are reviewed by the owner or appropriate senior manager to ensure risks are assessed and actions taken to address risks. 	FF Form —M4 Corrective action record (CAR)
	Fair Farms Resources <ul style="list-style-type: none"> • 1FF Form – M4 Corrective action record (CAR) (Manual) 	External Resources	

Fair and responsible employment


F1 Employment policies and procedures			
F1.1	Maintain relevant employment policies and procedures.	<ol style="list-style-type: none"> The business unit has and makes accessible relevant employment policies and procedures to ensure: <ul style="list-style-type: none"> the business unit complies with legislative and/or applicable standards workers understand their pay, entitlements, terms and conditions and know what is expected of them in the workplace corrective action is taken when policies and procedures are not followed. 	Employment policies and procedures
F1.2	Provide a workplace of free and voluntary employment.	<ol style="list-style-type: none"> The business unit has policies and procedures to ensure all workers, including those provided through a Labour Hire Provider: <ul style="list-style-type: none"> have freely chosen the employment are not forced, bonded or involuntary workers do not have to lodge deposits or identity papers with the business or its service providers have not paid recruitment fees are free to resign after they have given reasonable notice (as specified in the relevant industrial instrument and not more than 1 month) The business unit takes action to address any evidence that any aspects of F1.2.1 are not being met. A record is kept. 	<p>Policy and procedure documents regarding free and voluntary employment</p> <p>Labour Hire Agreement</p>
F1.3	Provide a workplace free from abuse, harassment and discrimination.	<ol style="list-style-type: none"> The business unit has policies and procedures to provide a workplace that is free from all forms of bullying, harassment, abuse or discrimination, including sexual harassment The policy is communicated to workers All staff in a management or supervisory role are trained in the policy and its implementation. A record is kept. 	<p>Policy statement regarding abuse, harassment and discrimination</p> <p>Records of training</p>

F1.4	Provide a process to manage disputes and grievances.	<ol style="list-style-type: none"> 1. The business unit has a policy and procedure outlining how disputes and grievances in the workplace are managed and resolved. The policy and procedure ensures that no adverse action will be taken against a worker for making a complaint ('no retaliation') 2. The disputes policy outlines: <ul style="list-style-type: none"> • workers' right to know about any disciplinary action taken against them • workers' right to participate in a disputes process • workers' right to appeal a disciplinary action without fear of reprisal 3. The policy is applied in a reasonable, equitable and fair manner to make sure disputes and grievances are managed in a timely way 4. Workers are aware of, and have access to, the disputes and grievances policy, and mechanisms 5. Workers have a way of anonymously reporting issues. 	Policy and procedure documents regarding dispute and grievance management
	Fair Farms Resources <ul style="list-style-type: none"> • Abuse Bullying Discrimination and Harassment Policy (Manual) • Free and Voluntary Employment Policy (Manual) • Grievance Handling Policy (Manual) 	External Resources <ul style="list-style-type: none"> • https://www.fairwork.gov.au/employee-entitlements • Workplace discrimination and harassment policy template • https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/effective-dispute-resolution 	


F2 Fair Work System			
F2.1	Identify and apply the Industrial Instrument(s) applicable to the business.	1. The business unit demonstrates a working knowledge of the contents and application of Industrial Instruments that apply to all workers, including those provided through Labour Hire Providers.	Access to relevant Awards, Enterprise Agreements, Individual Flexibility Agreements, piecework records piecework agreements that apply to business unit
F2.2	Ensure applicable Industrial Instruments are available to employees.	1. The business unit has copies of all relevant Industrial Instruments and: <ul style="list-style-type: none"> • keeps them at the workplace • updates them when new versions are released • makes them accessible and available to all employees. 	Copies of current relevant Industrial Instruments
F2.3	Maintain knowledge of the National Employment Standards (NES) or State equivalent.	1. The business unit demonstrates access to, and knowledge of, the 11 National Employment Standards (NES) or the WA employment standards (WAES) for WA State System employers.	Access to National Employment Standards or WAES
F2.4	Ensure the Fair Work Information Statement (FWIS) is provided to employees and the Casual Employment Information Statement is provided to casual employees	1. Where required, the business unit gives the Fair Work Information Statement (FWIS) to all employees. A record is kept 2. Where required, the business unit gives the Casual Employment Information Statement (CEIS) to all casual employees.	Induction records

	<p>Fair Farms Resources</p>	<p>External Resources</p> <ul style="list-style-type: none"> • https://www.fairwork.gov.au/awards-and-agreements • https://www.fwc.gov.au/ • https://www.fairwork.gov.au/how-we-will-help/templates-and-guides • https://www.fairwork.gov.au/employee-entitlements/national-employment-standards • https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement • https://www.fairwork.gov.au/employment-conditions/national-employment-standards/casual-employment-information-statement
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F3 Employment of overseas workers			
F3.1	<p>Maintain appropriate policies and procedures to ensure correct employment of overseas workers.</p>	<ol style="list-style-type: none"> 1. If overseas workers are employed (either directly or through Labour Hire Providers), the business unit: <ul style="list-style-type: none"> • has knowledge of visa types and compliance with visa rules/conditions • uses VEVO checks to verify the legal entitlement of all workers on site to work in Australia • A record of the VEVO checks is kept 2. The business unit demonstrates that overseas workers are properly employed under the relevant Industrial Instrument. 3. When necessary, the business is registered with the ATO as an employer of overseas workers and workers are taxed in accordance with the ATO requirements. 	<p>Policies and procedures regarding overseas workers</p> <p>Labour Hire Agreement</p> <p>Record of registration with VEVO</p> <p>VEVO check records</p> <p>ATO registration documents</p>

F3.2	Meet key requirements under the Pacific Australia Labour Mobility Scheme	<p>1. If workers are employed under the Pacific Australia Labour Mobility Scheme (PALM – incorporating the Seasonal Worker Programme and the Pacific Labour Scheme), the business unit demonstrates:</p> <ul style="list-style-type: none"> • access to current information relating to the PALM Scheme • the business unit (and/or its Labour Hire Provider) is an ‘Approved Employer’ under the Scheme • Letters of Offer and acceptances are in place for all workers • an understanding of the scheme requirements for worker welfare, accommodation and insurance. • Compliance with the current PALM Deed and Guidelines 	<p>Documentation of ‘Approved Employer’ status</p> <p>Letters of Offer and acceptances</p> <p>Evidence of application of scheme requirements for worker welfare, accommodation and insurance obligations</p>
	<p>Fair Farms Resources</p> <p>Labour Hire Agreement Template (Manual)</p>	<p>External Resources</p> <ul style="list-style-type: none"> • https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-(vevo) • https://www.ato.gov.au/Business • https://dfat.gov.au/geo/pacific/engagement/pacific-labour-mobility/Pages/default.aspx • https://www.palmscheme.gov.au/ 	

F4 Employment of minors			
F4.1	Ensure no child labour is used.	<ol style="list-style-type: none"> 1. No child under the age of 13 is employed. <u>Employment of youth is consistent with the individual state based legislation or in the absence of a stipulated minimum age, then in compliance with the applicable ILO Conventions on Child Labour</u> 2. The business unit uses age verification procedures to ensure no child labour is used. 	Age verification records
F4.2	Ensure employment of minors meets all legislative requirements.	<ol style="list-style-type: none"> 1. If minors (aged between 13 and 17) are employed, the business unit demonstrates: <ul style="list-style-type: none"> • proof of age of minors • access to, and knowledge of, relevant State/Territory laws that apply to the employment of minors • legal requirements for minors are properly applied • correct wages and entitlements are given to workers in line with Award/Agreement provisions 	Employment contracts for minors Pay slips Wage records Age verification records
F4.3	Ensure employment of minors does not interfere with their education, health, development or safety.	<ol style="list-style-type: none"> 1. If minors (aged between 13 and 17) are employed, the business unit demonstrates: <ul style="list-style-type: none"> • duties and responsibilities are appropriate for the employee's age and capabilities • minors do not perform work that is likely to harm their health, safety or development. This includes making considerations for hours of work. Examples of harmful work include, but are not limited to: <ul style="list-style-type: none"> ○ working with or around harmful chemicals ○ using or operating machinery ○ working without supervision ○ very loud environments • minors are given appropriate training regarding roles and safe work practices • minors are appropriately supervised 2. If minors of compulsory school age are employed, the business unit demonstrates: 	Employment contracts WHS policies Briefing records Working time records

		<ul style="list-style-type: none"> • work does not interfere with their learning, including, but not limited to, the attendance of compulsory education <p>3. If minors are employed, procedures are in place to ensure the working environment is appropriate for minors. This includes, but is not limited to, limiting exposure to:</p> <ul style="list-style-type: none"> • vulgar language • alcohol • non-prescription drugs • images or conversations of a sexual nature <p>4. If minors are employed, other workers are briefed regarding the requirements outlined in 4.3.</p>	
	<p>Fair Farms Resources</p>	<p>External Resources</p> <p>(Note that NSW, South Australia and Tasmania do not have specific legislation governing child employment)</p> <ul style="list-style-type: none"> • https://www.business.qld.gov.au/running-business/employing/taking-on-staff/employing-children/restrictions • https://www.business.vic.gov.au/hiring-and-managing-staff/employing-children • https://www.communityservices.act.gov.au/youth/young_workers • https://www.commerce.wa.gov.au/labour-relations/when-children-can-work-western-australia • https://nt.gov.au/learning/primary-and-secondary-students/age-your-child-attends-school • https://www.kidsguardian.nsw.gov.au/childrens-employment 	


F5 Labour Hire Providers (LHP)

<p>F5.1</p>	<p>Labour Hire Providers who are seeking to be Certified under the Fair Farms Certification must be able to demonstrate the following :</p>	<p>Labour Hire Providers who are seeking to be Certified under the Fair Farms Certification must be able to demonstrate the following :</p> <p>If Labour Hire Providers are operating in a Licensed State you must ensure you provide evidence of the following :</p> <ul style="list-style-type: none">Copy of Current Licence with correct Licence NumberLicence is not expired / Valid Licence is “In Force”Accommodation provisions are correct : i.e LHP provides accomm y/nSupplies workers on Visa is correctNominated and Executive Officer details are currentOperation locations detailed on licence are compliantReview any conditions of the LHP Licence <p>1. Fit and Proper Person Test - Must ensure that each applicant, nominated officer and executive officer are a fit and proper person to provide labour hire services</p> <p>2. Financial Viability Test</p> <p>3. Compliance with Laws associated with LHP obligations</p> <p>4. Safety and Workers Compensation Laws</p> <p>Licenced in accordance with :</p> <ul style="list-style-type: none">VIC :https://labourhireauthority.vic.gov.au/QLD : https://ols.oir.qld.gov.au/licence-register/search/ACT : https://www.notify.worksafe.act.gov.au/s/labour-hire-register/WSF_License__c/Default	
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		<ul style="list-style-type: none"> • SA : https://www.sa.gov.au/topics/business-and-trade/licensing/labour-hire/obligations <p>And in compliance with any other state, national or harmonised Labour Hire Licence scheme or regulations.</p>	
F5.21	<p>Applies directly to Labour Hire Providers and those businesses engaging a Labour Hire Provider - Applies due diligence prior to selecting a Labour Hire Provider</p> <p>Apply due diligence prior to selecting a Labour Hire Provider.</p>	<p>1. If workers are employed through a Labour Hire Provider (LHP), the business unit demonstrates:</p> <ul style="list-style-type: none"> • knowledge of legal requirements and liability (as the host) under the applicable labour hire licensing laws (where in existence), work health & safety laws, workers compensation laws, immigration laws, Fair Work laws and common law • understanding of the legal concept “accessorial liability”, meaning the business (host) may be liable for the LHP’s breaches of the Fair Work Act (2009). Examples can include labour hire workers being underpaid or not receiving their entitlements. The business’ (host’s) liability may arise if it knew, <i>or ought to have known</i>, about the breaches by the LHP and did not take reasonable steps to prevent them • applying due diligence processes and reference checks before selecting a LHP to confirm existence of business, history and operational integrity (refer to section F3 of this Standard for further requirements if LHP provides overseas workers) • LHP workers are employed in line with provisions of relevant Industrial Instruments • the health and safety of workers is managed as required by work health and safety laws • payment to LHPs are adequate to reasonably ensure workers receive their entitlements. 	<p>Demonstrate access to information regarding accessorial liability provisions regarding use of Labour Hire Providers</p> <p>Due diligence checks</p>

F5.32	Use licensed or certified Labour Hire Providers, where required.	<ol style="list-style-type: none"> 1. If workers are employed <u>directly or</u> through a <u>Labour Hire Provider</u> in a State/Territory where laws require licensing of LHPs, only licensed providers are <u>utilised engaged</u>. A record is kept that shows a check confirming the license to operate was undertaken 2. <u>The business unit should make reasonable effort to engage LHPs that are certified through StaffSure (https://www.staffsure.org/). A record is kept.</u> 	<p>LHP license check records</p> <p>LHP StaffSure certification records/records of research</p> <p>LHP Agreements</p> <p>Evidence of sourcing attempts.</p>
F5.43	Maintain written agreements with Labour Hire Providers who supply workers to the business.	<ol style="list-style-type: none"> 1. The business unit has a written legal agreement in place with the LHP for the provision of workers, which clearly outlines each party's responsibilities and obligations to LHP workers, including but not limited to: <ul style="list-style-type: none"> • the LHP does not make workers lodge any money related to their employment • the LHP ensures all workers have the appropriate citizenship, visas or working rights to work at the host business. The LHP provides ongoing evidence of this to the host • the LHP does not place any restrictions on the freedom of movement of their workers • If piecework rates are used, the LHP has legal written agreements with each worker that meet Award/Agreement rules. The LHP gives ongoing evidence of this to the host • the LHP does not keep any valuable items belonging to workers, including identity papers • the LHP provides all entitlements to workers, in line with the relevant Award/Agreement and the Fair Work Act • where required, the LHP provides workers with the Fair Work Information Statement and the Casual Employment Information Statement 	<p>LHP agreements</p> <p>Details of sub-contracting arrangements, if any</p>

		<ul style="list-style-type: none"> the LHP does not use child labour and uses age verification procedures to ensure this. The LHP gives ongoing evidence of this to the host. the LHP gives adequate induction and training to workers when required. The LHP gives evidence of this to the host. The LHP must provide upon request documents and records relating to the employment of its workers to the host for the purpose of a Fair Farms audit. <p>2. The business unit requires the LHP to not subcontract the supply of workers to other LHPs without the prior authority of the business unit. The business unit ensures the various requirements and checks of Fair Farms Standard section F5 are met and completed in relation to the subcontracted LHP before workers are provided, as far as this is reasonably practical.</p>	
F5.54	Monitor workers provided through Labour Hire Providers.	<p>1. The business unit demonstrates they have ongoing procedures in place to ensure LHP workers' rights, entitlements, and work health and safety is managed by both parties and that LHPs are meeting all of their responsibilities and obligations outlined in the Labour Hire Agreement. Examples of procedures may include but are not limited to:</p> <ul style="list-style-type: none"> the LHP giving regular wage records interviewing workers educating workers about their rights providing workers with a grievance process <p>2. If evidence is found that workers supplied by LHP are not receiving their rights and entitlements under workplace laws, the business unit and LHP take appropriate corrective actions. A record is kept.</p>	<p>Record of procedures</p> <p>Record of corrective actions and close out</p>


	<p>Fair Farms Resources</p> <ul style="list-style-type: none"> Labour Hire Provider Agreement Template + Checklist (Manual) 	<p>External Resources</p> <ul style="list-style-type: none"> https://www.labourhire.qld.gov.au/ https://www.staffsure.org/ https://labourhireauthority.vic.gov.au/ https://www.fairwork.gov.au/about-us/our-role/enforcing-the-legislation/litigation/accessorial-franchisor-and-holding-company-liability
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F6 Conditions of employment			
F6.1	Provide employees with a written form of engagement or contract.	<ol style="list-style-type: none"> The business unit gives all employees a written form of engagement or contract of employment which includes: <ul style="list-style-type: none"> status of employment (e.g. full-time/part-time/casual) Award/Agreement employees are employed under classification within Award/Agreement wages, key terms and conditions For casual employees only, the business unit may use an induction (or other) document that outlines the information in F6.1.1 For eligible casual employees only, the business unit demonstrates compliance with its obligations to offer casual conversion and/or respond to requests for casual conversion The form of engagement or contract has to be legible and in English A record is kept. 	<p>Employment documentation for full time/part time employees</p> <p>Induction checklist documents for casual employees, signed by employees</p> <p>Offers of casual conversion and responses to requests for casual conversion</p>
F6.2	Apply employment classification schedules and wage rates correctly.	<ol style="list-style-type: none"> The business unit demonstrates how: <ul style="list-style-type: none"> employee jobs are classified according to Classification Schedules in the relevant Awards/Agreements (e.g. Horticulture Award Levels 1 to 5) wage rates are calculated/formulated for different types of employees disputes are managed and documented. 	<p>Document how classification schedules are used to classify positions</p> <p>Document how wage rates are calculated for different classifications of employees</p>
F6.3	Provide employment contracts for salaried employees and where applicable meet Award	<ol style="list-style-type: none"> The business unit gives a formal employment contract to all employees on a salary Where annualised salary is paid pursuant to an Award the business unit conducts reconciliations at required intervals Contracts: 	Employment contracts and documentation for salaried employees

	requirements for annualised salary arrangements	<ul style="list-style-type: none"> identify all the elements the salary is intended to cover set out key duties and responsibilities meet Award requirements where applicable 	Annualised wage reconciliations
F6.4	Clearly communicate probationary periods and conditions.	<ol style="list-style-type: none"> If probationary periods are applied, the contract of employment or the process/policy clearly communicates: <ul style="list-style-type: none"> a reasonable period of probation in line with skill level of position terms and conditions of probation review/s undertaken, issues identified, remedies agreed/applied clear outcomes – that is, confirmation of employment, extension of probation or termination. All probation periods are paid. 	Records of probationary terms and conditions in employment contracts or induction documents Records of induction/training
F6.5	Ensure correct wages are paid to all employees.	<ol style="list-style-type: none"> The business unit demonstrates that all employees are paid in line with the classification level and type of work under the relevant Award/Agreement Wage rates are checked annually (1 July) to make sure they are in line with any changes made by the Fair Work Commission. 	Wage records Pay slips
F6.6	Ensure casual and part-time employees are engaged correctly.	<ol style="list-style-type: none"> If casual and part-time employees are engaged, the business unit demonstrates: <ul style="list-style-type: none"> employees are rostered and paid for the minimum engagement period employees are paid according to the Award/Agreement, plus applicable loading/s leave and other entitlements are applied. 	Wage records Pay slips Written piecework <u>records agreements</u> , if applied
F6.7	Ensure piecework <u>records arrangements</u> comply with provisions under the Award or Agreement.	<ol style="list-style-type: none"> If piecework arrangements are used, the business unit demonstrates knowledge of current relevant provisions regarding piece work Piecework rates are made in line with the relevant Award/Agreement formulas The business unit demonstrates how piecework rates are applied across relevant variable situations that alter productivity. 	Demonstrate access to information regarding piecework provisions under the Award/Agreement


		<p>4. The business unit collects time and productivity records to regularly check the piecework rate is in line with the Award/Agreement requirements, including any changes to wage rates</p> <p>5. A written piecework record or agreement is made with every employee as required by the relevant Award/Agreement.</p> <p>6. Where required by the relevant Award or Agreement, pieceworkers are paid no less than the amount they would have received if paid for each hour worked at their hourly rate (including any casual loading)</p>	<p>Records of how rates have been formulated in line with Award/Agreement provisions.</p> <p>Written piecework records or agreements</p>
F6.8	Manage overtime and penalty rates in accordance with the relevant Award or Agreement.	<p>a. The business unit demonstrates that overtime, evening, weekend and public holiday work is managed in line with the relevant Award/Agreement and to ensure health and safety of employees</p> <p>b. The business unit keeps records that include:</p> <ul style="list-style-type: none"> • appropriate overtime rates • penalty rates for Saturday, Sunday, outside span of hours and Public Holidays <p>c. Where there is an agreement for employees to take time off in lieu (TOIL) of overtime or banked hours arrangements:</p> <ul style="list-style-type: none"> • there is a written agreement • it meets the requirements of the relevant Award/Agreement and Fair Work Act <p>d. Overtime provisions are met under the relevant Award/Agreement, and the business unit demonstrates a clear understanding of their obligations and workers' rights</p> <p>e. The business unit communicates to employees and labour hire workers that overtime work is voluntary.</p>	<p>Time records</p> <p>Wage records</p> <p>Pay slips</p>
F6.9	Pay applicable allowances in accordance with relevant Awards/Agreements.	<p>1. The business unit demonstrates that allowances (e.g. First Aid, Leading Hand, wet work) are paid where applicable and in line with the relevant Award/Agreement.</p>	<p>Wage records</p> <p>Pay slips</p>

F6.10	Manage rest and meal break allowances in accordance with relevant Awards/Agreements and with consideration of worker health and safety.	<ol style="list-style-type: none"> 1. The business unit demonstrates that worker meal and rest breaks are managed in line with the relevant Award/Agreement 2. The business unit ensures that workers on rest breaks have access to shade and water to manage risk of fatigue and heat stress. 	Written agreements with employees
F6.11	Provide leave in accordance with the National Employment Standards (NES) and/ or other relevant legislation.	<ol style="list-style-type: none"> 1. The business unit demonstrates: <ul style="list-style-type: none"> • an understanding of their obligations in line with Fair Work and/or relevant State/Territory laws regarding leave • access to current information about provisions for annual leave, long service leave, parental Leave, carer's leave, unpaid carer's leave, compassionate leave, family and domestic violence leave, community service leave and jury duty information • knowledge of the relevant provisions and their application (including how to calculate paid leave for all types of employees). 	<p>Demonstrate access to information regarding various forms of leave and how they are applied</p> <p>HR records</p> <p>Wage records</p> <p>Pay slips</p>
F6.12	Ensure any Individual Flexibility Agreements (IFAs) in place meet relevant Award provisions.	<ol style="list-style-type: none"> 1. If Individual Flexibility Agreements (IFA) are used, the business unit demonstrates these meet the requirements of the relevant Award/Agreement provisions including the Fair Work Australia 'Better Off Overall Test' (BOOT) 2. IFAs are in writing. 	Individual Flexibility Agreements
F6.13	Ensure working hours meet reasonable limits.	<ol style="list-style-type: none"> 1. The business unit demonstrates: <ul style="list-style-type: none"> • ordinary working hours, excluding overtime, do not exceed 38 hours per week • in the case of voluntary overtime or additional hours, working hours do not exceed 60 hours in any 7 day period 	<p>Pay slips</p> <p>Wage records</p>

		<ul style="list-style-type: none"> • only in cases of exceptional circumstances (including unexpected production peaks, accidents or emergencies), working hours that do not exceed modern award or enterprise agreement requirements only in cases of exceptional circumstances (including unexpected production peaks, accidents or emergencies), working hours do not exceed 80 hours per week <ol style="list-style-type: none"> 2. The business unit demonstrates: <ul style="list-style-type: none"> • additional hours worked by workers are voluntarily undertaken – i.e. not forced • appropriate safeguards are put in place to protect workers’ health and safety and manage fatigue 3. The business unit demonstrates that workers receive at least one day off in every 7 day period, or two days off in every 14 day period. 	Fatigue Management Policy
	<p>Fair Farms Resources</p> <ul style="list-style-type: none"> • Employment Contracts (Manual) • Classification Structures (Manual) • Wage Rates (Manual) • Allowances (Manual) 	<p>External Resources</p> <ul style="list-style-type: none"> • https://www.fairwork.gov.au/how-we-will-help/templates-and-guides • https://www.fairwork.gov.au/pay/minimum-wages/piece-rates-and-commission-payments#1607-1623 • https://horticulture.fairwork.gov.au/how-to-use-piece-rates • https://www.fairwork.gov.au/employee-entitlements • https://calculate.fairwork.gov.au/ • https://www.fairwork.gov.au/leave • https://www.fairwork.gov.au/leave/long-service-leave 	

F7 Record keeping			
F7.1	Maintain required employment, time and wage records.	1. The business unit demonstrates that employment, time and wage records are maintained in line with the requirements of the Fair Work Act for all employees.	Employment records Time records Wage records, pay slips
F7.2	Maintain or have access to appropriate employment documentation templates.	1. The business unit demonstrates that relevant employment documentation templates are available. These may include, but are not restricted to: <ul style="list-style-type: none"> • employee details, including date of birth and contact details • contracts of employment • Individual Flexibility Arrangements • piece work arrangements • medical declarations • leave applications • new employee form • change of details • super selection • TFN declaration form • timesheets • written authorities • banked hours or voluntary additional hours agreements • LHP agreements. 	HR documentation or templates
F7.3	Ensure accurate and timely payment of wages and provision of pay slips.	1. The business unit: <ul style="list-style-type: none"> • pays accurate wages in line with Fair Work requirements • meets all legally required withholdings, such as tax and superannuation 2. The business unit gives employees pay slips within 1 day of payment 3. Pay slips include all information in line with the Fair Work requirements.	Wage records Pay slips


F7.4	Ensure deductions from wages are managed in accordance with Fair Work requirements.	<ol style="list-style-type: none"> 1. The business unit demonstrates that deductions from wages are only taken in line with Fair Work guidelines 2. The business unit only deducts wages from employees when the employee authorises it in writing, and it is mainly for the employee's benefit. 	<p>Wage records</p> <p>Pay slips</p> <p>Documents or templates for authorised deductions</p>
F7.5	Maintain working hours records.	<ol style="list-style-type: none"> 1. The business unit keeps accurate records of hours of work for all workers 2. Records distinguish between ordinary hours, overtime hours, public holiday hours and leave hours. 	Time records
F7.6	Maintain piece rate records.	<ol style="list-style-type: none"> 1. The business unit keeps accurate harvest/picking/packing volumes for workers on piecework rates. 2. The business unit keeps piecework records or piecework agreements as required by the relevant Award or Agreement. 3. Where required by the relevant Award or Agreement, the business unit keeps a record of all hours worked by pieceworkers and the applicable piece rate at the time those hours were worked. 	<p>Harvest records</p> <p>Piecework records or agreements</p>
F7.7	Maintain leave records.	<ol style="list-style-type: none"> 1. The business unit keeps employee leave entitlement records, including: <ul style="list-style-type: none"> • accrued leave, leave history and unused leave entitlements • leave payment rate and date of payments • details of leave employee chooses to cash out, including rate of pay, date of payment and copy of decision. 	Leave records
F7.8	Retain records in accordance with relevant legislation.	<ol style="list-style-type: none"> 1. The business unit keeps all employment records for at least seven years (or longer if required by law) 2. The business unit keeps employment records private and confidential, with access limited to: <ul style="list-style-type: none"> • the employee (including former employee) or their legal representative • the employer 	Employment record history

		<ul style="list-style-type: none"> • relevant human resources staff • Fair Work Inspectors (where duly authorised) • union officials (where duly authorised). 	
	Fair Farms Resources	External Resources	<ul style="list-style-type: none"> • https://www.fairwork.gov.au/pay/minimum-wages/piece-rates-and-commission-payments#1607-1623 • https://horticulture.fairwork.gov.au/how-to-use-piece-rates • https://www.fairwork.gov.au/leave/annual-leave#1779-1795 • https://www.ato.gov.au/Forms/TFN-declaration/

F8 Induction, communication, training and qualifications


F8.1	Provide workplace induction for all workers.	<ol style="list-style-type: none"> 1. The business unit has a documented induction procedure, covering: <ul style="list-style-type: none"> • workplace information • worker role (job descriptions and inherent requirements) • employment terms and conditions, including probationary periods and piecework arrangements (where relevant) • workers' rights, including a copy of the Fair Work Information Statement (FWIS) and the Fair Work My Employment Checklist and Casual Employment Information Statement (where applicable) • work health and safety • relevant policies and procedures • reporting structure • consultation process and dispute/grievance management • workplace policies including <ul style="list-style-type: none"> ○ commitment to comply with all legal requirements for fair and safe employment ○ general protection rights including Freedom of Association, workplace rights ○ commitment to a workplace free of bullying and harassment ○ training, managing performance and conduct ○ others, as relevant to the business 2. The business unit effectively communicates induction information to workers of non-English speaking backgrounds 3. Workers sign the induction process to demonstrate they understand it 4. The business unit keeps records of the induction process 5. All induction periods are paid. 	Induction documentation and sign-off records
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F8.2	Maintain procedures to communicate effectively with workers from non-English speaking backgrounds.	1. If workers from non-English speaking backgrounds are employed (either directly or through Labour Hire Providers), the business unit has procedures to ensure effective communication with those workers.	Procedures for communication with non-English speaking workers
F8.3	Provide training for workers.	<ol style="list-style-type: none"> 1. The business unit gives all workers on the job training when they commence work, including work health and safety training 2. The business unit gives workers training relevant to the workers' tasks. The training ensures workers on probation or piecework rates have a reasonable opportunity to meet the required conditions 3. The business unit gives training an accessible format for all workers, especially those of non-English speaking backgrounds. 4. The business unit keeps a record of internal and external training, and includes: <ul style="list-style-type: none"> • name and signature of trainee • name of trainer or training provider • topic of training • date of training 5. The business unit conducts a review of training at least annually or when tasks and/or workers change 6. All on the job training is paid. 	Training records
F8.4	Ensure workers are qualified or licensed, as required.	1. Only workers who hold the required license, certificates or qualifications performs work that needs those qualifications.	Licenses, certificates, qualifications, as relevant

	Fair Farms Resources <ul style="list-style-type: none"> • Training Records (Manual) • Induction Procedure and Checklist (Manual) • Communicating with Non-English Speaking Workers Procedure (Manual) 	External Resources <ul style="list-style-type: none"> • https://farmsafe.org.au/induction-tool • https://www.fairwork.gov.au/tools-and-resources/templates#employ
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F9 Supervision and performance management

F9.1	Document and communicate roles and responsibilities of managers and supervisors.	<ol style="list-style-type: none"> 1. Workers in management and supervisory roles have clear position descriptions, which outline their roles, responsibilities, levels of authority and legal obligations, if any. 	Manager/supervisor position descriptions
F9.2	Manage worker performance.	<ol style="list-style-type: none"> 1. The business unit implements policies and procedures to ensure: <ul style="list-style-type: none"> • workers understand the performance and conduct requirements of employment • appropriate management of issues relating to poor performance or conduct 2. Records are kept and accessible by workers. 	Employment performance policies/procedures Records of induction, training and performance management

	Fair Farms Resources <ul style="list-style-type: none"> • Position Description Template (Manual) • Disciplinary and Performance Management Policy and Procedure (Manual) 	External Resources <ul style="list-style-type: none"> • https://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx • https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings • https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/managing-underperformance
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F10 Termination and redundancy

F10.1	Follow appropriate process for termination of employment, in accordance with the Fair Work Act.	<ol style="list-style-type: none"> 1. The business unit demonstrates knowledge of the appropriate process to follow when terminating employment to ensure compliance with the Fair Work Act and/or the Small Business Fair Dismissal Code (if applicable) 2. The business unit keeps records of employment terminations. 	<p><i>Demonstrate access to information regarding correct employment termination process and unfair dismissal.</i></p> <p>Records of employment termination.</p> <p>Records of unfair dismissal claims</p>
F10.2	Follow appropriate redundancy process, in accordance with the Fair Work Act.	<ol style="list-style-type: none"> 1. The business unit demonstrates: <ul style="list-style-type: none"> ○ access to the rules for redundancy in the National Employment Standards (NES) ○ applying the NES rules for redundancy including employee consultation, notice periods and severance payments 2. The business unit keeps redundancy records. 	<p><i>Demonstrate access to information regarding correct process for redundancy.</i></p> <p>Records of redundancy</p>

F11 Safe working conditions

F11.1	Maintain and implement appropriate Workplace Health and Safety (WHS) policies and procedures.	<ol style="list-style-type: none"> 1. The business unit has a work health and safety (WHS) policy that addresses safe working environment. Elements of the policy may include: <ul style="list-style-type: none"> • building integrity • machine, electrical, chemical safety • fire safety • first aid • emergency and evacuation • harassment and bullying • Risk management 2. The business unit has procedures addressing priority workplace hazards and managing risks including (but not limited to): <ul style="list-style-type: none"> • Risk management procedures consistent with the relevant Code of Practice • regular test and tag for electrical equipment to AS/NZS 3760:2010 or any relevant Code of Practice for rural workplaces • Regular maintenance and testing of fire safety equipment to AS 1851-2012 • maintenance program and required safety checks for machinery • The management of on site traffic (e.g. cars, trucks and forklifts) and storage systems (e.g pallet racking to be inspected at least every 12 months in accordance with AS4084 Steel Storage Racking) • The provision of emergency eyewash and shower stations compliant with AS4775-2007 • Safe storage and handling of hazardous substances and dangerous goods • Competency, training, licencing and supervision of workers • Noise, facility lighting and ventilation 3. The business unit uses signage and documentation to communicate critical WHS information, particularly to communicate effectively with workers of non-English speaking background 	<p>WHS policy documents</p> <p>WHS signage</p>
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		<ol style="list-style-type: none"> 4. The business unit has appropriate systems and exclusions to protect the safety of children (if applicable) 5. The WHS policies and procedures are developed in line with relevant legislation and Codes of Practice, in consultation with worker and health and safety representatives. 	
F11.2	Appoint a representative with responsibility for work health and safety.	<ol style="list-style-type: none"> 1. The Senior Manager/ Owner demonstrates knowledge of WHS duties including the primary duty of care 2. The business unit appoints a person who is responsible for maintaining and coordinating the implementation of WHS 3. The appointed person is appropriately trained to perform their role 4. The appointed person uses a documented regular schedule to review hazards and risks, and improve the business' risk mitigation and management procedures. 	<p>Organisational chart</p> <p>Training records</p> <p>WHS review schedule</p> <p>Risk Assessments</p>
F11.3	Provide and maintain adequate amenities for workers.	<ol style="list-style-type: none"> 1. The business unit ensures worker amenities are adequate, safe and clean, including: <ul style="list-style-type: none"> • clean toilets sufficient for the number and gender of workers • free, clean drinking water • sanitary facilities for safe storage and preparation of food 2. The business unit ensures amenities comply with relevant WHS laws. 	Cleaning Records
F11.4	Ensure Personal Protective Equipment (PPE) is used as required.	<ol style="list-style-type: none"> 1. PPE is used as a control measure when exposure to risks cannot be minimised in other ways 2. The business unit assesses using PPE against work conditions and task-specific requirements, which may include hot, cold and wet weather, dust and sun exposure 3. PPE is well-maintained, appropriate for task requirements and freely available to all workers as required 4. The business unit trains workers in how to use and maintain PPE. 	<p>PPE policy</p> <p>PPE maintenance records</p>

F11.5	Develop emergency procedures and train employees in them.	<ol style="list-style-type: none"> 1. The business unit has documented emergency procedures that are included in induction 2. Worksites meet legal requirements to ensure safe entry and exit of all people 3. Emergency procedures include: <ul style="list-style-type: none"> • an effective response to an emergency situation • evacuation procedures and evacuation maps compliant with AS3745 – “Planning for Emergencies in Facilities” • notification of emergency services — who, how and location information • medical treatment and assistance • effective communication to co-ordinate the emergency response and all persons at the workplace • a trained and appointed fire warden 4. Emergency procedures are reviewed annually and updated when required 5. Emergency procedures are tested annually. 6. Emergency exits are kept clear at all times. 	<p>Emergency Response Plan</p> <p>Evacuation Maps</p>
F11.6	Develop and maintain first aid procedures.	<ol style="list-style-type: none"> 1. The business unit has appropriate first aid procedures, equipment, facilities and training that have been developed against relevant workplace hazards 2. All workers have access to first aid equipment and facilities 3. The business unit has trained first aiders in line with legal requirements 4. The business unit keeps records of all training, certification and any first aid treatments. 	First Aid policies and procedures
F11.7	Manage environmental hazards, fatigue and remote work.	<ol style="list-style-type: none"> 1. The business unit has effective procedures in place to <ul style="list-style-type: none"> • manage remote or isolated workers • reduce the risk of injury or illness resulting from environmental hazards such as: storms, dust, high or low temperatures, and sun exposure • reduce the risk of and manage fatigue. This may include managing breaks and job rotation. 2. These procedures are reviewed at least annually. 	Environmental hazards, fatigue and remote work procedures




Fair Farms Resources in Fair Farms Manual

- [Electrical Safety Risk Management Procedure](#)
- [Emergency Procedure](#)
- [First Aid Risk Management Procedure](#)
- [Hazard Report Form](#)
- [Incident Report](#)
- [Hazardous Chemicals Register](#)
- [Hazardous Chemicals Risk Management Procedure](#)
- [Register of Injuries and First Aid Treatments](#)
- [Risk Assessment and Control Form](#)
- [Risk Register Template](#)
- [Safe Work Procedure - Work Instruction Template](#)
- [Safe Work Procedure Template](#)
- [Sun-exposure Policy](#)
- [WHS Induction Checklist](#)
- [WHS Policy](#)

External Resources

- <https://www.worksafe.qld.gov.au/>
- <https://www.safework.nsw.gov.au/>
- <https://www.worksafe.vic.gov.au/>
- <https://www.worksafe.tas.gov.au/>
- <https://www.safework.sa.gov.au/>
- <http://www.worksafe.nt.gov.au/>
- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2198/~/worksafe-act
- <https://www.commerce.wa.gov.au/worksafe/>
- <https://www.safeworkaustralia.gov.au/>

F12 Safe accommodation and living conditions			
F12.1	Ensure accommodation for workers is safe.	<p>1. If the business unit provides accommodation to workers (whether on-site or off-site), the accommodation must meet occupants' basic needs and legal requirements for health and safety. Requirements include but are not limited to:</p> <ul style="list-style-type: none"> • structurally sound and in line with local council regulations • lockable, with safe entry and exit • potable water, hot water and electricity provided and easily accessible • appropriate toilets, washing, laundry and dining facilities (including refrigerated food storage) • sanitary and reasonably free from rodents and insects • adequate lighting, heating, cooling and ventilation • fittings, appliances and equipment in good condition • appropriately located away from production buildings • appropriate alarms and safety equipment (including smoke detectors in working condition) • clearly marked emergency exits • not overcrowded, i.e.: <ul style="list-style-type: none"> ○ two people or less in each room; or ○ each occupant has at least 5.5m² of floor space in sleeping quarters; or ○ meets PALM requirements) <p>2. If worker accommodation is provided by a Labour Hire Provider or other accommodation provider, the business unit uses procedures to ensure the workers' rights regarding F12.1.1 are met. Examples of procedures may include but are not limited to:</p> <ul style="list-style-type: none"> • regular monitoring visits (where this is appropriate) • educate workers about their rights regarding F12.1.1. 	<p>Accommodation maintenance checks</p> <p>Monitoring records</p> <p>Educational materials</p>

F12.2	Ensure accommodation is freely chosen and meets legal requirements.	<ol style="list-style-type: none"> 1. Workers freely choose to live in the provided accommodation and are not unduly influenced or coerced 2. The accommodation provider does not excessively interfere or place restrictions on workers' freedom of movement beyond what is reasonable for personal safety 3. If workers are charged for accommodation: <ul style="list-style-type: none"> • the cost must be at or below fair local market price • receipts are issued for payments or deductions from wages and are agreed to in writing and documented on pay slips 4. Where accommodation falls under a tenancy authority: <ul style="list-style-type: none"> • there is a legal tenancy agreement • if bond is taken, it is lodged with the relevant tenancy authority 5. Where accommodation does not fall under a tenancy authority, a written agreement is signed by both parties and outlines the conditions of tenancy 6. If accommodation is provided through a relationship with a labour hire provider or other accommodation provider, the business unit uses procedures to ensure the workers' rights regarding F12.2.1-6 are met. Examples of procedures may include but are not limited to: <ul style="list-style-type: none"> • Regular monitoring visits (where this is appropriate) • Educate workers about their rights regarding F12.2.1-6. 	<p>Tenancy Agreements</p> <p>Monitoring records</p> <p>Educational materials</p>
	<p>Fair Farms Resources</p>	<p>External Resources</p> <ul style="list-style-type: none"> • https://www.safeworkaustralia.gov.au/system/files/documents/1901/code_of_practice_-_managing_the_work_environment_and_facilities.pdf • https://www.rta.qld.gov.au/ • https://www.fairtrading.nsw.gov.au/housing-and-property/renting • https://www.safework.nsw.gov.au/_data/assets/pdf_file/0006/52872/Accommodation-for-rural-agricultural-work-Code-of-practice.pdf • https://www.consumer.vic.gov.au/housing/renting 	

		<ul style="list-style-type: none">• https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/77/~/~residential-tenancies• https://www.cbos.tas.gov.au/topics/housing/renting• https://www.sa.gov.au/topics/housing/renting-and-letting• http://www.consumeraffairs.nt.gov.au/ForConsumers/ResidentialTenancies/Pages/default.aspx• https://www.commerce.wa.gov.au/who-we-assist/landlord-lessor• https://www.commerce.wa.gov.au/worksafe/employer-provided-accommodation-and-duty-care
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Glossary

Accessorial liability	Legal principle by which a host business of on-hired employees may be liable for the Labour Hire Provider's breaches of employment laws.
Additional Hours	Hours worked in excess of maximum weekly ordinary hours or work.
Agreement	Industrial instrument that is individual to one business or a group of businesses. When a workplace has registered the Agreement with the Fair Work Commission, the relevant Award does not apply. Other terms that are used to refer to an Agreement include Enterprise Agreement (EA), Enterprise Bargaining Agreement (EBA), Collective Agreement and Australian Workplace Agreement.
Allowance	Extra payments made to employees who: <ul style="list-style-type: none"> • do certain tasks or have a particular skill • use their own tools at work • work in unpleasant or dangerous conditions.
ATO	The Australian Tax Office.
Award	Industrial instruments that outline the minimum pay rates and conditions of employment for specific industries and occupations.
Better Off Overall Test (BOOT)	A test that requires an employee must be "better off overall" under an agreement than if they were covered by the relevant Award and NES.
Business unit	The Participating Business Unit (PBU) as defined by the Fair Farms Rules.
Casual Loading	An additional loading casual employees receive in lieu of entitlements such as annual leave and personal leave.
Code of conduct	A document that sets out and describes the standards of behaviour and conduct expected from workers in the workplace.
Compulsory school age	The age a minor must be enrolled in and attend school or an equivalent program, dependant on State/Territory laws.

Corrective Action Record	A written record of an issue, or issues, which must be addressed to demonstrate compliance with the Fair Farms Standard or Fair Farms Rules. They may be documented during internal audits, external audits, or during routine business activities.
Dispute	A disagreement concerning an employee's statutory or contractual rights or entitlements.
Employee	A person employed directly by the business unit as either a full-time, part-time or casual staff member.
Fair Farms Rules	A document released by GrowcomQFVG Ltd , detailing the requirements of businesses participating in the Fair Farms Program.
Fair Work Ombudsman	A government department that promotes compliance with the Fair Work Act through education, information, assistance and undertaking enforcement action.
General Protections	The Fair Work Act 2009 provides protection for workers in the following areas: <ul style="list-style-type: none"> • Workplace rights • The right to engage in industrial activities • The right to be free from unlawful discrimination • The right to be free from undue influence or pressure in negotiating individual arrangements.
Grievance	A complaint raised by an employee about something they are unhappy with in the workplace.
Identity papers	Documents that serve as official proof of the holder's identity. These might include passports, birth certificates or driver's licenses.
Individual Flexibility Agreement (IFA)	A written agreement used by an employer and an employee to change the effect of certain clauses in their Award or Agreement. It is used to make alternative arrangements that suit the needs of the employer and employee.
Induction	A process used by employers to introduce new workers to their job and the business.
Industrial instrument	An instrument that has legal application with respect to minimum entitlements for employees covered within its scope.
Internal audit	An audit conducted by the business to review its own processes and system management.

Labour Hire Provider (LHP)	Also known as a Labour Hire Company. LHPs enable businesses (the 'host') to source temporary labour without directly employing the workers.
Minimum engagement period	Minimum engagement periods are provided for by Awards and Agreements that require a minimum period of time an employee can be engaged and paid for.
National Employment Standards (NES)	11 minimum employment entitlements that have to be provided to all employees, regardless of their industrial instrument. These are provided for by the Fair Work Act.
Non-compliance	A failure to comply with the requirements of the Fair Farms Standard or Fair Farms Rules.
Ordinary Hours	The ordinary hours worked by an employee are the specified number of hours they are employed to work per week. For full-time employees, the maximum ordinary hours is 38 hours.
Organisational structure	The chain of command or hierarchy of workers within an organisation or business.
Overtime	Hours worked in excess of ordinary daily working hours or average weekly hours.
Pacific Australia Labour Mobility Scheme (PALM)	The Australian Government Scheme incorporating the Seasonal Workers Programme and the Pacific Labour Scheme.
Parental leave	An employee's entitlement to time off work to care for a child.
Pay Slip	A notice of payment that an employer gives to an employee.
Performance Management	The process of evaluating and managing workers' performance to ensure it is consistent with the business's objectives and the standards expected of workers.
Piecework	Piecework occurs when an employer pays a piece rate, i.e. a rate of pay calculated based on a quantifiable output or task, not a period of time worked.
Policy statement	A document that sets out acceptable methods, procedures and behaviours within the business.
Probation	A period of time where employers can assess if employees are suitable for the role and business.
Property map	Any combination of aerial photographs and topographical, cadastral or self-drawn maps or map overlays that document the relevant boundaries, infrastructure and features on, or adjacent to, the property.

Recruitment fees	Fees paid by a worker to a Labour Hire Provider or recruiter to aid in getting a job.
Redundancy	Redundancy occurs when an employer either decides they no longer need an employee's job to be done by anyone, or the employer becomes insolvent or bankrupt, and terminates employment.
Risk	The likelihood of injury or harm resulting from exposure to a hazard.
Seasonal Workers Programme & Pacific Labour Scheme	The Seasonal Workers Programme (SWP) offers employers in the agriculture sector access to a reliable, returning workforce when there is not enough local Australian labour to meet seasonal demand. The Pacific Labour Scheme (PLS) commenced in July 2018, building on the success of the SWP. The PLS is an employer-sponsored program open to all industries in rural and regional Australia. Under the PLS workers can stay in Australia for one to three four years, complementing the SWP where workers can stay for up to nine months.
StaffSure	StaffSure is a Labour Hire Provider certification scheme developed by the RSCA covering key areas of business integrity and ethical employment.
Sub-contract	Sub-contracting arrangements occur when a Labour Hire Provider sub-contracts their contracted work to another Labour Hire Provider or contractor.
Termination	Termination of employment happens when an employee's employment with an employment ends. Termination can be voluntary (resigning or quitting) or involuntary (dismissal or firing). Termination can also occur through redundancy.
Training	Provision of knowledge and skills to perform tasks to a specified competency. Training can be delivered on-the-job or through qualified external providers.
VEVO	VEVO is the Department of Home Affairs' Visa Entitlement Verification Online (VEVO) system that allows employers to check workers' visa conditions.
Worker	Means a person working for the business unit, whether they are directly employed or engaged through a third party such as a Labour Hire Provider.
Work Health and Safety Policies	Documented principles, objectives and commitments that guide WHS decision making within a business unit.

