

# Information notice for labour hire workers

Labour hire laws in South Australia make it a requirement for labour hire providers to complete this information notice and provide it to labour hire workers each time they are supplied to a business to undertake work.

As a labour hire worker, it is important to be aware of your rights and entitlements.

Name of labour hire provider

Licence number of provider

Name of labour hire worker

Date the worker commenced with host

Name of business the worker is supplied to (host)

Pay rate (eg amount per hour/per bin/per row)

Method of payment:

Bank transfer

Cash

Cheque

Other - please specify

Accommodation provided

Yes

No

Signature of labour hire provider

Signature of labour hire worker

The labour hire provider must retain a copy of this notice for 12 months and must produce the notice to an authorised officer on request.

**See the information over the page for things you should know as a labour hire worker.**

# What you should know as a labour hire worker

## Health and safety

You should expect the employer to:

- Provide a safe working environment and the necessary personal protective equipment
- Provide adequate training on how to operate specific equipment
- Outline work health and safety duties, policies and procedures in the workplace, including all emergency procedures.

It is your responsibility to:

- Ask if you are not sure how to safely perform the work
- Follow instructions and work safely
- Stop any unsafe work immediately and advise your supervisor
- Report any injuries or near misses immediately.

If you have any safety concerns about your work place, call Safework SA on **1300 365 255** or visit [www.safework.sa.gov.au](http://www.safework.sa.gov.au).

You can lodge a complaint at any time, and you don't have to provide your name.

## Working in Australia

If you are not an Australian resident, you will need a visa to work in Australia. Visas are issued by the Department of Home Affairs.

Check if your visa allows you to work by using the free Visa Entitlement Verification Online (VEVO) service at <https://immi.homeaffairs.gov.au>.

You should have a tax file number (TFN) otherwise you will pay more tax. Getting a TFN is free. You can apply online for a TFN once you have your work visa and have arrived in Australia. Apply for your TFN either before you start work or soon after.

Your employer will ask you to complete a 'Tax file number declaration' and will use the information you provide on this form to:

- Work out how much tax to take out from your wages
- Provide your TFN to your super fund so that super contributions can be paid into this fund and the correct amount of tax can be paid.

## Your pay

The Fair Work Ombudsman (FWO) can give you information and advice about your workplace rights and obligations, including minimum wages. They can also help you to sort out workplace issues.

Visit [www.fairwork.gov.au](http://www.fairwork.gov.au) for information, tools, templates and guides, or call the FWO on **13 13 94**.

Your employer must give you a copy of the Fair Work Information Statement (FWIS) when you start a new job. This provides information about your employment conditions. Visit [www.fairwork.gov.au/FWIS](http://www.fairwork.gov.au/FWIS)

## Cash payments

Your employer may pay you in cash, so long as they:

- Take out tax from your wages
- Give you payslips showing how much tax has been taken out
- Pay money into your super fund (if you're entitled to super).

## Superannuation (super)

By law, your employer must pay money into your super fund if you are:

- 18 years old or over, and
- Paid \$450 or more (before tax) in a month.

It does not matter if you are full time, part time, casual or a temporary resident of Australia.

Super payments are in addition to your wages.

Sometimes businesses illegally shut down to avoid paying debts, like your super and employee entitlements. This is called phoenixing. You can learn more and report phoenixing to the Australian Taxation Office (ATO) at [www.ato.gov.au/phoenix](http://www.ato.gov.au/phoenix).

If your employer does not take out tax or does not pay money into your super fund, report them to the ATO on **1800 060 062**. You don't have to give your name.

## Legal advice

For legal advice call the Legal Services Commission on **1300 366 424** or visit [www.lsc.sa.gov.au](http://www.lsc.sa.gov.au).

Legal advice is free and they can arrange an interpreter/translator for you.

## Interpreter/Translator

Contact the Translating and Interpreting Service (TIS) on **131 450** and select the language you need.

Most TIS services are free to non-English speakers. TIS can contact the relevant department on your behalf. Visit [www.tisnational.gov.au](http://www.tisnational.gov.au).