

# Before you start work



## 1) **Things to provide your employer before your first day**

- Your personal details including a phone number and emergency contact.
- Your Tax File Number (TFN) – if you do not have a TFN, apply through the Australian Taxation Office at <https://www.ato.gov.au/>
- Your bank account details for you to receive your pay.
- Superannuation fund details if required by your employer.

## 2) **Know the conditions of your employment**

- Know if you are a full-time, part-time or a casual worker.
- Know your wage and when you are paid.
- Understand the responsibilities and duties of your job.
- Understand your leave conditions including for holidays and sick leave.
- Read and understand the conditions of your contract before signing it and starting work.
- Read about rights and entitlements at <https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/starting-a-new-job>

## 3) **Induction and training**

- Ensure you have a structured induction timetable for your first few days at work so that you are introduced to staff, shown around your office environment, supported with your workstation set-up and provided with relevant information about building access.
- Ask about on-the-job training and who will provide this training.

## 4) **Workplace health and safety**

- Ask who will teach you about the Health and Safety rules in your new workplace.
- Learn the health and safety rules for your workplace to avoid injuries.
- Be aware of your employer's legal obligations to provide a safe and accessible work environment.

## 5) **Workplace modifications**

- Introduce your boss to your DES employment consultant who will liaise with your workplace to help apply for JobAccess workplace modifications.
- Apply for workplace modifications through JobAccess.
- Trial a range of adjustments including different technology until you are comfortable in the workplace.
- Arrange co-worker disability awareness training.