

HUMAN RESOURCES HEALTH CHECK

HR for SmallBiz offers an onsite HR audit of an employer's HR systems and processes. A full risk assessment with recommendations is provided.

Key Benefits

- Provide the business owner with a full report of breaches of employment law and associated risks
- Provides detailed recommendations to mitigate or remove the identified risk
- Highlights areas of compliance that could result in fines, penalties or imprisonment
- Suggests areas of improvement in recruiting, retaining and terminating staff
- Gives recommendations of necessary inclusions in a HR policy and procedure manual

Specific Deliverables

- One day on site HR Audit and Report
- Review of Employment Structure and Documentation
 - Awards
 - Agreements
 - Common Law Contracts
- Occupational Health & Safety Systems Review & Recommendations
- Review & Implement New Hire Processes and Systems
- Review existing HR Policies & Procedures
- Review of Performance Counselling process and template letters
- Review of Work Environment policies – discrimination, EEO, harassment
- Review of current Termination practice, process, and template letters
- Review of Workers' Compensation Premiums & Rehabilitation Program, with recommendations on potential cost saving areas

"We come to you and look for problems to fix before they cost you!"