

Kathy Kappler

From: Workwise Advisory Services [clientliaison@workwiseby.com.au]
Sent: Tuesday, 6 December 2011 10:10
To: clientliaison@workwiseby.com.au
Subject: 6th December 2011 - E - Bulletin - Employers and Festive Season Celebrations



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A: Wesley Business Centre, Suite 1 / 4 Stirling Street, BUNBURY WA 6230 | T: (08) 9792 4451 | F: (08) 9721 6208

Hi Kathy!

Employers and Festive Season Celebrations



It is a fact of the modern workplace that the line between work and home and employer responsibilities is becoming increasingly blurred.

In Conjunction with this are increasing levels of concern with potential liability that may land on employers where Christmas parties and related functions occur.

The following 10 points were highlighted in a recent 'OHS Alert' that crossed our desk and are worthy of reproduction as a checklist for all employers to be aware of.

Sparke Helmore Lawyers partner David Davies and lawyer Paul Gulluzzo stated that employers must:

1. remind employers what constitutes inappropriate workplace behaviour;
2. set clear boundaries about behaviour prior to work-related events;
3. warn staff of the consequences of inappropriate behaviour;
4. set clear start and finish times and do not serve alcohol after this time;
5. take steps to prevent the excessive consumption of alcohol;
6. serve plenty of food and non-alcoholic drinks;
7. provide transport home for those who are unable to drive due to alcohol consumption;
8. inspect the venue for hazards and make potential risk areas out of bounds;
9. appoint managers to stay sober to oversee the function and deal with issues;and
10. have fun.

Employers who fail to set clear guidelines for staff can expose themselves to significant risk should an accident or injury occur as a result of failure to apply standards.

The knee jerk reaction is to stop any form of celebration at year's end which may represent an overreaction to potential risks. Well organised events with clear boundaries allow staff to celebrate and team build in a manageable way and may boost team morale and productivity as side benefits.

So 'plan' to have fun at your Christmas work function this year and we look forward to working with you all in 2012.

Kind Regards for a Very Happy and Safe Festive Season

The Workwise Team

Policy and Procedures

Does your business have a current set of customised Policy and Procedures which support your workplace??

Call us now for further information on how to obtain a current set of Foundation Policy and Procedures.

Map Where you are at on our 'Best Practice Model'.

By now you should have received information about the first five stages of the model.

1. Time and Wages Compliance Audits

Are you confident that your payroll practices are compliant and in line with the applicable Modern or State Awards??

2. Employment Documentation

Do you have a clearly written and compliant employment agreement which stipulates your employment arrangements and provides you with protections in relation to confidentiality and restraint of trade - to name but two areas.

3. Policy and Procedures

From a risk management perspective we encourage you to take a pro-active step and reassure yourself that there are no non compliant or discriminatory practices within your business.

4. Job Description Forms

A good JDF will illustrate clear performance and guidelines for that 'position' which should then eliminate issues within your workplace in regards to Performance and responsibility of any one of your employees within your business.

5. Individual Performance Appraisals

A Well crafted IPA provides clear direction to employees on what they are expected to achieve and how that will be

achieved.



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