

HUMAN OUTSOURCE HR & SAFETY FRAMEWORK

ITEM	DOCUMENT TITLE	COST
Recruitment, Selection & Induction		
1	Recruitment, Selection & Induction Policy	\$75.00 (Ex GST)
2	Recruitment and Selection Procedure	\$100.00 (Ex GST)
	Induction Procedure	\$100.00 (Ex GST)
	HR Induction Handbook	\$300.00 (Ex GST)
	HR & Safety Induction Handbook	\$400.00 (Ex GST)
	Position Description Template – General	\$25.00 (Ex GST)
	Position Description Template – Senior Management	\$25.00 (Ex GST)
	Interview Guide – Template	\$25.00 (Ex GST)
	Reference Check Guide - Template	\$25.00 (Ex GST)
	Induction Planner – Template	\$25.00 (Ex GST)
	Induction Checklist - Template	\$25.00 (Ex GST)
Employment Contracts		
	Casual Employment Contract (Award Covered) - Template	\$220.00 (Ex GST)
	Casual Employment Contract (Award Free) - Template	\$220.00 (Ex GST)
	Full Time Employment Contract (Award Covered) - Template	\$220.00 (Ex GST)
	Full Time Employment Contract (Award Free) - Template	\$220.00 (Ex GST)
	Part Time Employment Contract (Award Covered) - Template	\$220.00 (Ex GST)
	Part Time Employment Contract (Award Free) - Template	\$220.00 (Ex GST)
	Maximum Term Contract (Award Covered) - Template	\$220.00 (Ex GST)
	Maximum Term Contract (Award Free) - Template	\$220.00 (Ex GST)
	Specified task Employment Contract (Award Covered) - Template	\$220.00 (Ex GST)
	Specified Task Contract (Award Free) - Template	\$220.00 (Ex GST)
	Senior Employment Agreement - Template	\$300.00 (Ex GST)
	Senior Employment Agreement (Maximum Term) - Template	\$300.00 (Ex GST)
	Senior Employment Agreement (Specified Task) - Template	\$300.00 (Ex GST)
	Contractor Agreement – Template	\$300.00 (Ex GST)
	Consulting Agreement - Template	\$300.00 (Ex GST)
Employee Management		
	Terms and Conditions of Employment Policy	\$75.00 (Ex GST)
	Employee Probation Procedure	\$100.00 (Ex GST)
	Employee Exit and Termination Procedure	\$100.00 (Ex GST)
	Employee Leave Procedure	\$100.00 (Ex GST)
	Surveillance Procedure	\$100.00 (Ex GST)
	Acceptable use of Technology and Systems Procedure	\$100.00 (Ex GST)
	Poor Performance and Discipline Procedure	\$100.00 (Ex GST)
	Employee Benefits Procedure	\$100.00 (Ex GST)
	Travel Procedure	\$100.00 (Ex GST)
	Working from Home Procedure	\$100.00 (Ex GST)
	Domestic Violence Procedure	\$100.00 (Ex GST)
	Mental Health Procedure	\$100.00 (Ex GST)

	Probation Report Checklist – Template	\$25.00 (Ex GST)
	Invitation to attend a disciplinary meeting letter - Template	\$25.00 (Ex GST)
	Record of Written Counselling or Warning – Template	\$25.00 (Ex GST)
	Deed of Release and Separation – Template	\$500.00 (Ex GST)
	Working from Home Checklist – Template	\$25.00 (Ex GST)
	Termination Letter – Template	\$25.00 (Ex GST)
	Termination in Probation Letter – Template	\$25.00 (Ex GST)
	Consultation Letter for Redundancy – Template	\$50.00 (Ex GST)
	Termination due to Redundancy Letter - Template	\$50.00 (Ex GST)
Workplace Culture		
	Fair Treatment and Whistleblower Policy	\$75.00 (Ex GST)
	Code of Conduct	\$150.00 (Ex GST)
	Corporate and Environmental Sustainability Policy	\$150.00 (Ex GST)
	Managing Incidents and Complaints Procedure	\$100.00 (Ex GST)
	Discrimination and Bullying Procedure	\$100.00 (Ex GST)
	Equal Employment Opportunity Procedure	\$100.00 (Ex GST)
Employee Development		
	Learning and Development Policy	\$75.00 (Ex GST)
	Employee Performance Procedure	\$100.00 (Ex GST)
	Training, Development and Further Education Procedure	\$100.00 (Ex GST)
	Professional Membership and Accreditation Procedure	\$100.00 (Ex GST)
	Performance Appraisal – Template	\$100.00 (Ex GST)
	Training and Further Education Nomination Form - Template	\$25.00 (Ex GST)
Workplace Health and Safety		
	Safety Policy	\$150.00 (Ex GST)
	Safety Policy Statement	\$75.00 (Ex GST)
	Drug and Alcohol Procedure (screening and non-screening)	\$150.00 (Ex GST)
	Emergency Preparedness and Response Procedure	\$100.00 (Ex GST)
	First Aid Procedure	\$100.00 (Ex GST)
	Hazard Identification and Risk Management Procedure	\$150.00 (Ex GST)
	Hazardous Chemicals Procedure	\$100.00 (Ex GST)
	Hazardous Manual Tasks Procedure	\$100.00 (Ex GST)
	Incident Management, Reporting and Investigation Procedure	\$150.00 (Ex GST)
	First Aid Procedure	\$100.00 (Ex GST)
	Managing Fatigue Procedure	\$100.00 (Ex GST)
	Managing the Risk of Falls Procedure	\$100.00 (Ex GST)
	Personal Protective Equipment Procedure	\$100.00 (Ex GST)
	Communication and Consultation Procedure	\$100.00 (Ex GST)
	Training and Skilling Procedure	\$100.00 (Ex GST)
	Chain of Responsibility Procedure	\$100.00 (Ex GST)
	Workers Compensation & Rehabilitation Procedure	\$200.00 (Ex GST)
	Toolbox Discussion Record – Template	\$25.00 (Ex GST)
	Risk Assessment - Template	\$100.00 (Ex GST)
	Safe Work Method Statement - Template	\$100.00 (Ex GST)

	Investigation - Template	\$100.00 (Ex GST)
	Traffic Management Plan	\$150.00 (Ex GST)
	Emergency Management Plan – 30 or less employees	\$100.00 (Ex GST)
	Emergency Management Plan – 30+ employees	\$150.00 (Ex GST)