

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 www.ato.gov.au/individuals-and-families/tax-file-number
- Your bank account details for you to receive your pay.
- Set up a superannuation fund or give your fund details to your employer all workers, including casuals, are paid superannuation payments.

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 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 work 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.
- www.jobaccess.gov.au/i-am-a-person-with-disability/working-or-about-start-work/your-rights-and-responsibilities

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. www.jobaccess.gov.au/i-am-a-person-with-disability/working-or-about-start-work/changing-work-area-tasks
- Trial a range of adjustments including different technology until you are comfortable in the workplace.
- Arrange co-worker disability awareness training.

6) *Things to think about before you start*

- You don't have to tell your employer about your disability, but it can help you get support. Talk it over with someone you trust.
- Practice your trip to work before your first day.
- Find out who you can go to for help at work.
- Think about what helps you do your best. You can ask for things like quiet spaces or extra time to learn.