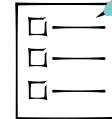


*Deb's*

# HR HEALTH CHECKLIST

Use this **checklist** to identify potential gaps, enhance processes, and give you confidence that your business is HR compliant.



<b>Compliance &amp; Legal</b>	<ul style="list-style-type: none"> <li>• Are all employee contracts up to date and legally compliant?</li> <li>• Are your HR policies (e.g. Right to Disconnect, Flexible Work, Leave) reviewed annually?</li> <li>• Are you meeting obligations under the Work Health and Safety Act in your state/territory?</li> </ul>
<b>Recruitment &amp; Selection</b>	<ul style="list-style-type: none"> <li>• Are your recruitment practices fair, inclusive and legally compliant?</li> <li>• Do you have a structured onboarding process for new hires?</li> <li>• Are job descriptions regularly reviewed?</li> </ul>
<b>Performance &amp; Development</b>	<ul style="list-style-type: none"> <li>• Do all employees have clear performance objectives?</li> <li>• Do you conduct regular performance reviews and provide ongoing feedback?</li> <li>• Are training and development needs identified and supported?</li> </ul>
<b>Employee Relations</b>	<ul style="list-style-type: none"> <li>• Is there a clear process for handling grievances and disputes?</li> <li>• Are you equipped to manage grievances, investigations and misconduct fairly and lawfully?</li> <li>• Do you track and address employee feedback or engagement survey results?</li> <li>• Are you fostering a psychologically safe workplace in line with the Model Code of Practice?</li> <li>• Are exit interviews conducted and analysed for trends?</li> </ul>
<b>Pay &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Are your pay structures fair, consistent and regularly reviewed?</li> <li>• Are your pay rates compliant with any relevant Awards or Enterprise Agreements?</li> <li>• Is your superannuation paid correctly and on time?</li> <li>• Do your benefits support employee well-being and retention?</li> </ul>

## Spotted a gap? We'll help you close it.

From full HR audits to targeted reviews, we'll flag risks, find quick wins, and get your people practices sorted, before they become a problem.

## Want us to help make your business compliant?

We offer comprehensive or area-specific HR audits tailored to your business, highlighting risks, unlocking opportunities, and ensuring you are set up for success.

To book a free 15-minute consultation with our HR guru, Deborah Stonley email her at [deborah@jenniferbicknell.com.au](mailto:deborah@jenniferbicknell.com.au) or contact Jennifer Bicknell on 0411 275 920.