# EMPLOYER & EMPLOYEE RIGHTS & RESPONSIBILITIES

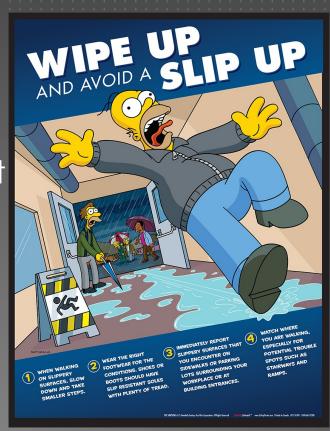
## WHAT ARE RIGHTS & RESPONSIBILITIES?

- Employers and Employees have specific rights and responsibilities to follow in order to ensure safety and fairness in the workplace.
- **EMPLOYEE**: A person employed for wages or salary.
- **EMPLOYER**: A person or organization that employs people.
- RIGHTS: A right is a freedom that is protected by law.
- RESPONSIBILITIES: A responsibility is a duty that you should do.



## OCCUPATIONAL HEALTH & SAFETY

- Under the Occupational Health and Safety Act 2000 (renamed the Workplace Health and Safety Act), all employees have the right to a safe workplace.
- Failure of employers to provide safety for workers can result in heavy fines, business closure or imprisonment.



EMPLOYER RESPONSIBILITIES	EMPLOYEE RESPONSIBILITIES
Ensure the safety & welfare of employees	Cooperate with employers
Supply safe equipment & machinery	Work safely
Provide safe access to the workplace	Report problems
Provide information, supervision and training	
Consult with employees on health and safety matters	

# CONT...

To prevent injury it is important that food service and catering staff:

- Use safety signage
- Wear protective clothes and shoes
- Have easy access to first aid and emergency contact numbers
- Are trained in safety
- Keep work areas clean and clear
- Store chemicals appropriately

# ENVIRONMENTAL HEALTH OFFICERS

Environmental Health Officers enforce legislation by inspecting food premises. They can enter at any time and have the power to take samples, issue warnings and fine or close a food premises if hygiene standards are not met.





# INDUSTRIAL LEGISLATION

#### **Industry Awards**

Awards are the minimum working conditions of employees in a particular industry.

They are negotiated between unions and employers.

Through rewards, all employees have the <u>right</u> to receive from their employer:

- Award wages
- Award conditions such as leave entitlements
- Staff amenities such as access to toilets
- Superannuation towards retirement
- Worker's compensation in case of illness or injury resulting from work.
- Training in use of machinery and safe work practices.

# CONT...

Employees have a responsibility to:

- ✓ Work award hours
- Follow all reasonable instructions relating to employment
- Maintain confidentiality



# ENTERPRISE AGREEMENTS

- Under enterprise agreements employees can negotiate with employers to gain conditions better than the award.
- For the agreement to come into effect it must be approved through a ballot process by a majority of the staff who cast a valid vote.
- All enterprise agreements must be approved by Fair Work Australia. Once these conditions have been approved and written down, they can not be breached.



# ANTI-DISCRIMINATION LEGISLATION

- Under anti-discrimination legislation, employees and customers cannot be discriminated against on the basis of:
- Age
- Gender
- Religion
- Race
- Culture
- Disabilities
- Sexual Preferences



# EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES

Equal Employment Opportunity is about ensuring that everyone who is qualified for a job is given an equal opportunity of being employed regardless of age, gender, religion, race, sexual preference, disabilities, marital status or political opinion.

