



Fact Sheet

HR & WHS Audit & Framework Build – The Process

For a client perspective on the Pinnacle People Solutions HR & WHS Audit & Framework Build Process, Bron Pearson interviews Tina Allen from Quirindi RSL on our webinar at <https://www.youtube.com/watch?v=SnPfy1r9s6Q>

It's essential to ensure that your business or organisation has accurate and up to date human resources and work health and safety documentation policies, processes and procedures in place. Good policy and documentation protects both you and your employees. One service that Pinnacle People Solutions provides is a full audit of your HR & WHS systems and processes, and arising from that audit, review and update (or building from scratch) the infrastructure to support your business.

The Audit Process

An HR & WHS audit of your operations examines the existence and currency of employment contracts, labour hire agreements, independent contractor arrangements, position descriptions, policies and procedures, record keeping and HR & WHS processes, with particular reference to industry standards. This process also involves consultation with relevant staff to obtain feedback.

Pinnacle People Solutions then works through an online Audit Tool with the client to run a fine-tooth comb over current documentation and practices, and uncover any gaps in the scaffolding that supports your business from an HR & WHS perspective.

Pinnacle People Solutions prepares a report on each aspect of HR and WHS for review by the client, including prioritising actions required and recommended.

Framework Build

The first part of the process is ensuring that accurate, comprehensive position descriptions and employment contracts are in place for every staff member, and procedures are put in place for developing new position descriptions and contracts as required.

These contracts and position descriptions are then provided to staff with a full, face to face guide through the documents. This enables staff to ask any questions they have and seek clarification.

The second part of the process involves preparing and updating the HR and WHS policies and procedures, incorporating organisation-specific information and processes where appropriate. The rollout also involves in-person meetings with all staff to ensure that they are aware of and understand the policies and procedures, and how to implement them in their daily work.

What comes next?

Pinnacle People Solutions can continue to assist your organisation with the implementation of the policies and procedures, ensuring staff compliance and accurate record keeping continues. Retainer arrangements are tailored to each client, to ensure your HR & WHS framework continues to be robust and up to date.

Are you interested in checking the HR & WHS health of your business?

Contact Pinnacle People Solutions by email to admin@pinnaclepeoplesolutions.com.au or call 1300 856 231 for an obligation-free consultation.

This information and advice is general in nature, based on our interpretation of current legislation and policy, and does not take into account your specific circumstances. You should consider whether the information is appropriate to your needs and seek professional advice if required.

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