

EMPLOYEE REGISTRATION FORM

Metropolitan Guard Services
ABN 17 143 778 983



| | | | |
|---------------------------------|--|--------------|--|
| Date Registered | | | |
| Title (Mr. / Mrs. / Miss / Ms.) | | | |
| First Name | | Surname | |
| Other Names | | | |
| Address: | | | |
| Suburb & Post Code | | Email | |
| Home Phone | | Mobile Phone | |
| Date of Birth | | | |

| | | |
|---------------------------------------|--|------|
| Immigration Status | | |
| Australian / New Zealand Citizen | | |
| Australian Resident | | |
| Foreign National with Work Permission | | |
| Driver's License | <input type="checkbox"/> Yes <input type="checkbox"/> No | Type |
| Police Clearance | <input type="checkbox"/> Yes <input type="checkbox"/> No | Year |
| List all Certificates & Permits | | |
| Tax File Number | | |

Employee Details

| | |
|------------|--|
| First Name | |
| Surname | |
| Address | |
| Phone | |

Stock

| Product | Options eg: Size, Colour | Quantity | Cost Per Item | |
|-----------------------|--------------------------|----------|---------------|--|
| Epilettes | | | \$9.80 | |
| Short Sleeve Shirts | | | \$21.00 | |
| Polo Shirts | | | \$40.00 | |
| Tie | | | \$16.50 | |
| Reflective Jacket | | | \$95.00 | |
| Polar Fleece Jacket | | | \$55.00 | |
| Reflective Plain Vest | | | \$44.00 | |
| MGS Cap | | | \$11.60 | |
| MGS Brim Hat | | | \$18.00 | |
| Beanfie | | | \$11.60 | |
| APU Gloves | | | | |
| Respirator | | | | |
| Wet Weather Gear | | | \$40.00 | |
| | | | TOTAL: | |

Office Use

| | | | | | | |
|--------------------|--|--|--|--|--|--|
| Issue Date | | | | | | |
| Issue by | | | | | | |
| Issuer Signature | | | | | | |
| Employee Signature | | | | | | |

Please Note: As per MGS's terms and conditions of employment, items lost or damaged (*this includes radios and any other equipment supplied by MGS*) by employees or sub-contractors through negligence will have the above amount deducted from their final pay. This will be done by Metropolitan Guard Services if needed.

I _____ agree to these Terms & Conditions.

Employee Signature: _____ Date: _____ / ____ / ____

BANK ACCOUNT DETAILS

| | | | | | | |
|-----------------------|--|--|--|--|--|--|
| Full Name | | | | | | |
| Current Address | | | | | | |
| Email | | | | | | |
| Date of Birth | | | | | | |
| Name of Bank | | | | | | |
| Address of Branch | | | | | | |
| Account Name | | | | | | |
| BSB Number (6 Digits) | | | | | | |
| Account Number | | | | | | |
| Account Type | | | | | | |

SUPERANNUATION DETAILS

| | | | | | | |
|---------------------|--|--|--|--|--|--|
| Superannuation Fund | | | | | | |
| Fund Contact # | | | | | | |
| Membership Number | | | | | | |

Note: Metropolitan Guard Services accepts no liability for late payment on acceptance of wages lodgement by the bank-processing centre.

I understand that it is my responsibility to provide correct banking details to Metropolitan Guard Services , otherwise payment of wages will be delayed for up to one week.

Signature of employee:

Date:

EMERGENCY CONTACTS

Employee Name:

.....

Please provide contact details below. In the case of an emergency Metropolitan Guard Services will contact the following people:

CONTACT 1 (Family)

| | | |
|------------------|--|-----------|
| Mr. Mrs. Miss Ms | | |
| Surname | | |
| First Name | | |
| Address | | Post Code |
| Phone (Home) | | |
| Mobile | | |
| Relationship | | |

CONTACT 2 (Others)

| | | |
|------------------|--|-----------|
| Mr. Mrs. Miss Ms | | |
| Surname | | |
| First Name | | |
| Address | | Post Code |
| Phone (Home) | | |
| Mobile | | |
| Relationship | | |

Employee Induction Assessment Sheet

Who uses this form?

Metropolitan Guard Services employees who induct a new worker.

Purpose?

To verify that important safety related information is understood by the employee before they commence work with a host employer.

What should happen?

Keep the original copy at Metropolitan Guard Services in a file with the worker's name on it.

Name:

Date:.....

| | |
|--|-------------------------------------|
| 1) WHO IS RESPONSIBLE FOR YOUR OWN SAFETY? | |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Myself |
| <input type="checkbox"/> Everyone | <input type="checkbox"/> My Manager |

2) IF YOU ARE ASKED TO DO SOMETHING YOU ARE NOT TRAINED TO DO, WHAT SHOULD YOU DO?

- Ask for training
- Try to do the job
- Ask for training & report to Metropolitan Guard Services
- Refuse & report to Metropolitan Guard Services

3) WHAT SHOULD YOU DO IF YOU INJURE YOURSELF?

- Report to Supervisors Metropolitan Guard Services and seek medical attention
- Seek first aid then continue working
- Tell your friend then continue working
- Carry on working

4) WHEN YOU HEAR A WORKPLACE EVACUATION SIREN, WHAT SHOULD YOU DO?

- | | |
|---|--|
| <input type="checkbox"/> Continue working | <input type="checkbox"/> Knock off and go home |
| <input type="checkbox"/> Evacuate to Assembly Point | <input type="checkbox"/> Stop for smoko |

5) IF YOU SEE SOMEONE INJURE THEMSELVES, WHAT SHOULD YOU DO?

- | | |
|--|---|
| <input type="checkbox"/> Report to Metropolitan Guard Services | <input type="checkbox"/> Continue working |
| <input type="checkbox"/> If safe, help with medical assistance | <input type="checkbox"/> Report to supervisor |

6) AN EMPLOYEE MUST OBEY ALL LAWFUL INSTRUCTIONS AND PAY PROPER ATTENTION TO THEIR WORK?

TRUE

FALSE

7) TAKING PRESCRIBED DRUGS MAY BE A SAFETY RISK WHEN OPERATING MACHINERY?

TRUE

FALSE

8) IF YOU ARE UNSURE ABOUT A PARTICULAR TASK, JUST DO IT THE WAY YOU THINK BEST?

TRUE

FALSE

Signature

Employee Signature

Consultant

**Agreement for
On-Hire Employment**
between
Metropolitan Guard Services
And

Dated:.....

1. Definitions

1.1 In this Agreement:

"Assignment(s)" means placement as one of our employee, to perform work for one of our clients on an on-hire basis, as described in any job description that we may provide to you, and as may be varied by us from time to time;

"misconduct" includes dishonesty, fraud on us or our clients and any harassment of our employees or our clients; "us", "our", "ourselves" or "we" refers to Metropolitan Guard Services, or if you are employed or seek employment in the service of one of the companies in the Metropolitan Guard Services, that company so far as the context may require;

"our register" means the register of people looking for work with us;

"you" or "your" refers to the Registrant.

2. Application

This agreement will apply after you have filled in one of our registration forms and requested that we arrange assignments for you. You will be deemed to have accepted the terms of this agreement, regardless of whether you have signed it, if you accept an assignment with us after having received a copy of the agreement.

If the provisions of any Act, Regulation, Award, industrial instrument, order or common rule declaration apply to any employment entered into in accordance with this agreement; the same, so far as is permissible at law, are not to be implied or imported into this agreement or any contract of employment entered into in accordance with this agreement; but may apply to such employment separately and of their own force.

If the provisions of any Act, Regulation, Award, industrial instrument, order or common rule declaration requires the payment or grant to you of any amount by of wages, penalties, allowances, contribution, or other entitlement whatsoever, whether financial or non-financial in nature, the same will, to the maximum extent permitted by law, be absorbed in and set off against the rates, entitlements and benefits set out in the job description that applies to your employment.

2.4 We will provide you with details regarding;

- A. your employment status;
- B. wages and payment;
- C. specific functions and duties;
- D. hours of work;
- E. leave entitlements;
- F. superannuation contributions;
- G. any other matter required to be advised to you before commencing work; in a job description at the time of offering an assignment.

3. Responsibilities

3.1 After you have signed one of our registrations forms we will place you on our register.

3.2 You will keep us advised of changes to your details on the registration form.

3.3 We will keep you on our register unless:

- (a) we don't hear from you for 3 months;
- (b) you advise us you are no longer interested in seeking work;
- (c) your registration with any relevant registration or licensing authority has expired or a current copy is not on our file; or
- (d) we receive substantiated report(s) of unsatisfactory work performance or conduct; in which case we may remove you from our register.

3.4 When one of our clients requests that we provide an employee to perform an assignment, we will consider whether you are suitable to do the type of work requested, provided that you have called us weekly to let us know that you want work and that you are available for work.

3.5 If we consider that you may be suitable we may offer to employ you to undertake the assignment.

3.6 If you have told us that you are available for a particular period, you must make every reasonable effort to ensure that you remain available to accept an offer of an assignment in that period.

3.7 Neither your registration with us, nor anything contained in this agreement, creates any relationship of employment. However, each time that you accept an assignment, you will be entering into a new contract of employment with us. The terms of those contracts will include the terms that apply to assignments as set out in clauses 2.2, 2.3, 3.8, 4, and 7 of this agreement, together with such other terms as may be agreed at that time.

3.8 You warrant that:

- (a) you possess the skills, experience and qualifications set out in any resume provided to us or forms you complete, in connection with your registration;
- (b) you are lawfully entitled to work in Australia;
- (c) you will ensure that any relevant registration, licence or accreditation is renewed regularly and copied to us, (if applicable and provided you still want work with us);
- (d) you will ensure (if you are working for us or still want work with us) that you have obtained satisfactory professional indemnity insurance (if required by us) and send us evidence before commencing work.
- (e) your level of health and fitness is suitable for the performance of the genuine occupational requirements of work of the type that you are seeking and of any assignment that you accept;
- (f) you will not attend work if:
 - 1. your ability to function effectively and safely is limited; or
 - 2. it reasonably appears that the working environment is or has become unsafe for any reason, including that the Client:
 - a) has not established safe work procedures;
 - b) is not complying with safety standards;
 - c) is not maintaining plant and equipment; or
 - d) is not complying with any health or safety legislation or regulations;
- (g) you will advise us with as much notice as is reasonably practicable, if you are, or become limited in your capacity, or are unable to work for any reason including but not limited to: other unavoidable commitment, illegality, injury, illness, substance intake, or fatigue or as a result of circumstances arising under subparagraph (f) (ii);
- (h) unless absent through illness or involuntary injury, you will give as much of your time and attention to the performance of the assignment, as reasonably possible during your work hours;
- (i) you will complete any assignment accepted by you, unless you obtain our consent not to complete an assignment. We will not unreasonably withhold our consent;
- (j) you will comply in every respect with our directions, working methods, policies, procedures, guidelines and standards as issued, and updated from time to time, which you acknowledge and take effect as orders given by Metropolitan Guard Services to you in the course of your employment by Metropolitan Guard Services (which we may change), and not as mutually enforceable obligations;
- (k) you will follow the lawful and reasonable directions of the client in respect of which you have accepted an assignment;
- (l) you will complete time sheets (or similar documents) required by client;
- (m) you will work with due care diligence and without negligence;
- (n) you will use your best skill judgment;
- (o) you will observe safe practices;
- (p) you will work in accordance with relevant standards/competencies.
- (q) you will abide by all laws relevant to the assignment.
- (r) you will abide by legislation and workplace policies in relation to: Workplace Health and Safety, Discrimination, Equal Opportunity and Ethical conduct.
- (s) you will advise us of any injuries you suffer or incidents in which you are involved whilst on an assignment and in which someone is injured or suffers any loss as soon as possible and complete an incident report if requested by us;

- t) you will inform us if a client asks you to work any shift additional to those in your job description.
- u) you will not accept casual, or part time work offered to you directly by one of our clients with whom you have worked, but will refer the client to us in the event that any such offer is made;
- v) you will maintain the confidentiality any privacy of information coming into your possession from whatever source to the extent consistent with the proper performance of your duty to act in our best interests.
- w) you will be responsible for informing us in writing of any administrative matters needing our attention, such as incremental pay increase, change in circumstances that may affect your employment status or classification, authority to release information to third parties or changes to personal information. Any change will only be effective from the date of receipt or first ordinary business day thereafter.
- x) you will attend our office punctually and at your own cost whenever reasonably required to do so;
- y) you will give us seven (7) days notice in writing of any intention to terminate your registration with us and will thereupon return any of our property which you hold;
- z) you have undergone or will undertake an induction programme relevant to assignments that you may be offered and that you will not undertake assignments unless you fully understand all components of the induction programme.

4. Termination

4.1 We can terminate your employment

on an assignment and/or terminate this agreement on such minimum notice (if any) as may be required by law, or, so far as may be permitted, by payment in lieu of notice, for reasons that include but are not limited to:

- a) any material breach of the rights and obligations that apply to assignments.
- b) you being charged with any criminal offence or involvement in any conduct which is unprofessional, or breaches any of Metropolitan Guard Services rules or standards in relation to ethical behaviour and which, in our reasonable opinion brings you or us into serious disrepute;
- c) misconduct.
- d) your lawful exclusion from your worksite, whether by reason of industrial action, civil commotion or unrest, equipment breakdown, any other stoppage of work for which we are not responsible, or any other reason whatsoever.

5. Personal Information

5.1 You acknowledge that in order to assess your suitability to perform assignments, we may need to collect, use and disclose personal information about you. Personal information is any information or an opinion (whether true or not), about you and may range from the sensitive (e.g. your medical history or condition) to the everyday (e.g. your address and telephone number). It would include the opinions of others about your work performance, or work experience and qualifications, aptitude test results, and any other relevant information obtained by us in connection with your possible work placement.

5.2 You agree that you will not hold us, our directors, officers and consultants, or any third party (including a referee, former employer, client or potential client) liable for any detriment that might arise from the collection, use or disclosure of your personal information.

5.3 Your acknowledgments and agreements, however, do not apply;

- a) to personal information that is not necessary for one or more of our functions or activities; or
- b) for the benefit of any person who collects, uses or discloses your personal information otherwise than in good faith.

5.4 You authorise us to communicate the details of your acknowledgments and agreements about your personal information to any third party to whom they may relate, acknowledging that we, our consultants, and such third parties might rely upon those acknowledgments and agreements and are entitled to act upon them.

Metropolitan Guard Services Induction Checklist

Employee Name:

Position / Job:

Introduction

- Nature and structure of Metropolitan Guard Services
- Has the contract of employment been explained, including the relationship between Metropolitan Guard Services and the host employer?
- Has the Temporary Employee Agreement been completed?

Employment Conditions

- Job description and responsibilities
- Commencement date and time
- Rates of pay and allowances
- Work times and meal breaks
- Time recording procedures
- Taxation (including completing required forms)
- Pay arrangements
- Superannuation and other deductions
- Union membership and award conditions
- Leave entitlements
- If you are sick or absent from work you must inform (Insert name) and your consultant prior to your normal commencement time.
- You will be required to present a sick certificate if you are absent due to ill health. If you do not notify (insert name) or your consultant prior to your commencement time you may face disciplinary action or your employment may be terminated.
- Has canteen, toilet facilities and car parking facilities been explained?
- Out of hours enquiries and emergency procedures for Metropolitan Guard Services
- Equal employment opportunity information
- Sexual harassment information
- Workers compensation claim and rehabilitation process

Key People

- Metropolitan Guard Services representative managing the placement (meet)
- Host Employer contact explained
- To whom and where the worker reports to? (explain)

Commencement Date:

Host Employee:

Health and Safety

- Metropolitan Guard Services Occupational Health and Safety policy and procedures
- Drugs and alcohol policy given
- Has the new employee been advised of the Metropolitan Guard Services policy of "No Smoking"?
- Roles and responsibilities for safety
- Occupational health and safety consultative arrangements
- Hazard and incident reporting procedures,
- including forms that need to be completed and the Metropolitan Guard Services telephone numbers
- How safety concerns are managed by Metropolitan Guard Services
- Information on hazards and controls present at client workplace and P.P.E. to be used on site
- How to correctly use and store protective equipment
- Have you provided the "Safe Lifting" hand out to the candidate?
- Explain the Host Employer's safety management process, and to whom safety concerns must be reported to at the Host Employer site
- Has the Metropolitan Guard Services policy on the 'operation of equipment' and 'change of job' been explained?
- Has the Metropolitan Guard Services 'Drug & Alcohol Policy' been read and understood clearly as part of your induction process?

Placement Monitoring / Review

- Metropolitan Guard Services will communicate with the employee at jthe completion of first day to identify whether the worker was inducted into host employer's workplace, was adequately trained in the position described, and supervision were provided.
- Identify whether the employee is doing the job for which they were sent for, at the host employer's workplace.
- Same monitoring checks to be completed after first week and month, and every month there after.
-

Conducted by:..... Signature:.....Date:.....

Employee Signature:..... Date:.....

HEALTH & SAFETY

Have you any pre-existing injury or disability which may put you or the health and safety of any other person at risk in any work situation (e.g. Asthma, skeletal weakness, muscular deficiency)?

Yes No

- If yes, please give details:
- Please advise what precautions and/or safety measures need to be taken, or what needs to be avoided:

Do you suffer from any ailment or disorder that may make it harmful for you to work in certain environments (e.g. dusty, strenuous)? Yes No

- If yes, please advise what precautions or safety measures need to be taken, or what tasks need to be avoided:

Do you take any medication or drugs that advise against or affect your ability to drive or use machinery? Yes No

- If yes, please advise what precautions or safety measures need to be taken, or what tasks need to be avoided:

Do you suffer from any ailment or disorder that may be harmful to you whilst undertaking any particular physical tasks? Yes No

- If yes, please advise what precautions or safety measures need to be taken, or what tasks need to be avoided:

Do you suffer from any hearing or vision impairments that may make it difficult for you to take notice of any written instructions, warnings or to hear any warning alarms? Yes No

- If yes, please detail what problems you have and what precautions need to be taken to protect your well being:

DECLARATION

I certify that the statements made on this application are true and without omission. If I am assigned for temporary work, I agree to be paid only for the actual hours worked. I note that any entitlement is already included in my hourly/ daily/ weekly rate.

Date:.....

Applicant's Signature:.....