

# Minimum employment rights and responsibilities

## Employment contracts

Every employee must have a written employment agreement. It can be a collective agreement (between employees, employers and unions) or an individual agreement (between an employer and employee).

An individual employment agreement must include:

- the names of the employer and the employee,
- a description of the work to be carried out,
- an indication of the place of work,
- an indication of the hours that the employee will work,
- the salary and how it will be paid,
- a plain explanation of how to help resolve employment relationship problems,
- an employment protection provision to apply if the employer's business is sold or transferred and
- any other matters agreed on.

Any changes to the employment conditions must be agreed by the employer and employees. Therefore, the employer can't change the terms and conditions without the employee's written consent.

## Health and safety

Employers must provide a safe workplace, with proper training, supervision and equipment. This duty includes identifying and eliminating (or minimising) risks and investigating health and safety incidents.

Employees are also responsible for their own health and safety. They must follow all health and safety policies and procedures and they must avoid causing harm to other people.

Employees may refuse work if they believe it will expose them or other people to a serious risk to health and safety. Employers must consult with their employees in relation to any health and safety policy.

## Employment relationship problems

If a problem comes up at work, employers and employees should first clarify the situation and try to find a solution themselves. They should talk to each other, and an employee can have a support person or union/association representative in the discussion.